



**INVITATION FOR BID**

**PWC2526065**

**CLEANING AND CCTV INSPECTION SERVICES**

**Date of Issue: April 10, 2026**

**Bid Due Date: May 7, 2026**

**3:00 P.M.**

**Direct all inquiries concerning this IFB to:**

**Lacoma Jones**

**Procurement Advisor**

**[procurement@faypwc.com](mailto:procurement@faypwc.com)**

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**ADVERTISEMENT FOR BID  
FAYETTEVILLE PUBLIC WORKS COMMISSION  
CLEANING AND CCTV INSPECTION SERVICES**

**Cumberland County  
North Carolina**

Bids are solicited and will be received at Fayetteville Public Works Commission, Procurement Department 955 Old Wilmington Road, Fayetteville, NC 28301, until **3:00 p.m., EST Thursday, May 7, 2026**, for the **PWC2526065 - CLEANING AND CCTV INSPECTION SERVICES**.

The successful bidder will be responsible for cleaning and CCTV inspections of various sizes and types of sanitary sewer pipe. The Contractor will be required to furnish all necessary equipment, materials, and labor for the complete performance of the work.

Enclosed are the Instructions to Bidders, Detailed Specifications, and Bid Pricing Form. Bidders must submit the completed Bid Pricing Form, Attachment B, Attachment C, Small and Disadvantaged Business (SDBE), Small Local Supplier (SLS), and Local Business Discloser Form, and any required addendum acknowledgments. Submissions must be made using the provided forms or exact copies thereof, as specified in the bid documents. Unsolicited bid samples or descriptive literature may not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the IFB. Failure to comply with these requirements shall constitute sufficient cause to reject a bid without further consideration.

Questions regarding this bid must be submitted in writing to the attention of **Lacoma Jones**, at [procurement@faypwc.com](mailto:procurement@faypwc.com) no later than **5:00 p.m., EST Wednesday, April 22, 2026**, in order to be considered for a response.

Email bids to [procurement@faypwc.com](mailto:procurement@faypwc.com) with the bid title and number in the subject line "**IFB: PWC2526065 – CLEANING AND CCTV INSPECTION SERVICES**". Late bids will not be considered.

Fayetteville Public Works Commission reserves the right to accept or reject any or all bids, to waive minor informalities or technicalities as permitted by law, to disregard nonconforming or nonresponsive bids, and to re-advertise for bids if deemed in the best interest of PWC. The bid tabulation and announcement of the apparent low bidder at the bid opening do not constitute a binding contract with PWC. No contract will be considered awarded until a formal written Agreement is executed by both PWC and the successful bidder. The award of a contract, if made, will be to the lowest responsible, responsive bidder whose qualifications indicate the award will be in the best interest of PWC.

**FAYETTEVILLE PUBLIC WORKS COMMISSION**  
Nikole Bohannon  
Procurement Manager

**INSTRUCTIONS TO BIDDERS  
FAYETTEVILLE PUBLIC WORKS COMMISSION  
CLEANING AND CCTV INSPECTION SERVICES**

**PURPOSE AND BACKGROUND**

The purpose of this project is to perform cleaning and CCTV main inspections of various sizes and types of sanitary sewer pipe in order to maintain and further develop preventative maintenance schedules, as well as rehabilitative prioritization and collection system assets. The contractor will be required to furnish all necessary equipment, materials, and labor for the complete performance of the work.

**OBJECTIVE OF THE REQUEST**

It is the intent of this bid invitation to obtain pricing for **PWC2526065 - CLEANING AND CCTV INSPECTION SERVICES** within the detailed specifications section of this Invitation for Bid (IFB). You are requested to submit your bid on the enclosed Bid Pricing Form.

**IFB SCHEDULE**

The following table shows the schedule of events to prepare your organization’s response. The key deadlines and targeted dates for this process are as follows:

<b>Action</b>	<b>Responsibility</b>	<b>Date/Time</b>
Pre-Bid (Virtual)	PWC & Bidders	Thursday, April 16, 2026 @ 10:00 A.M.
Submit Written Questions	Bidders	Wednesday, April 22, 2026 @ 5:00 P.M.
Provide Response to Questions	PWC	Friday, April 24, 2026
Submit IFB	Bidders	Thursday, May 7, 2026 @ 3:00 P.M.
Award	PWC	June 2026

**QUESTIONS**

Written questions shall be e-mailed to [procurement@faypwc.com](mailto:procurement@faypwc.com) by the date and time specified in the IFB schedule. Bidders will enter “IFB **PWC2526065** – Questions” as the subject of the email.

Questions received prior to the submission deadline date, the Procurement Advisor’s response, and any additional information deemed necessary by PWC will be posted in the form of an addendum to the PWC website and shall become an Addendum to this IFB. No information, instruction, or advice provided orally or informally by any PWC personnel, whether made in response to a question or otherwise concerning this IFB, shall be considered authoritative or binding. Firms shall rely only on written material contained in an Addendum to this IFB.

Inquiries should be submitted no later than the date and time noted in the IFB schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

## NON-MANDATORY VIRTUAL PRE-BID MEETING

It is **Optional** for each bidder representative to attend a pre-bid meeting. Bidders should refer to the **IFB Schedule** for the confirmed **date and time** of the meeting.

The purpose of this meeting is for prospective bidders to familiarize themselves with conditions and requirements that may affect the work outlined in this IFB. Bidders are expected to remain for the entire pre-bid meeting. No allowances will be made for conditions that could have been identified during the visit.

Bidders should note that any information shared during the pre-bid meeting must be confirmed by a written addendum to be considered part of the official IFB.

## ECONOMIC IMPACT (EI) PROGRAM PARTICIPATION

Fayetteville PWC supports fair and open competition in all procurement activities and encourages participation from qualified businesses of all sizes. For the purposes of PWC procurements, a qualified business is one that demonstrates the capacity, capability, and resources to perform in accordance with the specifications, terms, and conditions of the solicitation. PWC also recognizes the value that small and locally based suppliers bring to the community and to the efficiency of its operations.

While no specific business certification is required for award, bidders that are certified as a North Carolina Historically Underutilized Business (HUB), Disadvantaged Business Enterprise (DBE), Small Business Administration (SBA)-certified firm, or PWC Small Local Supplier (SLS) are encouraged to participate and, when applicable, to indicate that status on the SDBE/SLS/Local Disclosure Form included in this solicitation.

## REFERENCES

Bidders shall to provide up to three (3) references where the company demonstrated a minimum level of five (5) years direct experience in cleaning and CCTV inspections. The Contractor must have performed at least ten (10) other jobs similar in size and scope of the work specified herein, and have televised in excess of 300,000 linear feet and cleaned in excess of 600,000 linear feet with its own personnel within the previous 24 months. Any work performed by subcontractors for the Contractor will not be considered. PWC may contact these references to assess whether the bidder's performance was satisfactory and aligned with industry standards. The information obtained may be considered in the evaluation of the bid. If PWC is listed as a reference, it may be included as one of the three (3) optional references.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
Fayetteville Public Works Commission, if applicable			

## VENDOR REGISTRATION VIA ISUPPLIER

- 1) All vendors interested in doing business with PWC must register as a vendor through the iSupplier Portal using the link below. The iSupplier self-service portal enables vendors to have real-time access to information regarding purchase orders, invoices, and payments through a secure environment. Attach a copy of your W9 to your online registration.

<https://www.faypwc.com/isupplier-doing-business-with-pwc/>

## SUBMISSION INSTRUCTIONS

- 1) Bids should be complete and carefully worded and should convey all the information requested in the IFB. Bids should be prepared simply and economically, providing a straightforward, concise description of the bidder's capabilities to satisfy the requirements of the IFB. Emphasis should be on completeness and clarity of content. If the bid includes any comment over and above the specific information requested in the IFB, the bidder should include this information as a separate appendix to its bid. Bids that include clarifications or modifications to any of the IFB's contractual requirements, or a bidder's standard terms and conditions, may be deemed non-responsive and not considered for award at PWC's discretion.
- 2) Unsolicited bid samples or descriptive literature may not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the IFB. Failure to comply with these requirements shall constitute sufficient cause to reject a bid without further consideration. PWC reserves the right to accept or reject any or all bids, to waive minor informalities or technicalities as permitted by law, to disregard nonconforming or nonresponsive bids, and to re-advertise for bids if deemed in the best interest of PWC. The bid tabulation and announcement of the apparent low bidder at the bid opening do not constitute a binding contract with PWC. No contract will be considered awarded until a formal written Agreement is executed by both PWC and the successful bidder. The award of a contract, if made, will be to the lowest responsible, responsive bidder whose qualifications indicate the award will be in the best interest of PWC.
- 3) Bids may be withdrawn by the bidder only in writing and if receipt of such withdrawal is acknowledged by PWC prior to the time for the bid submittal deadline identified in the Advertisement for Bidders (or such later date included in an Addendum). Written withdrawal requests shall be submitted on the bidder's letterhead and signed by an official of the bidder duly authorized to make such request. Any withdrawal request made after the bid submittal deadline shall be allowed only if the price bid was based upon a mistake that constituted a substantial error, provided the bid was submitted in good faith.
- 4) Email bids to [procurement@faypwc.com](mailto:procurement@faypwc.com) with the bid title and number in the subject line "**IFB: PWC2526065 – CLEANING AND CCTV INSPECTION SERVICES**". Late bids will not be considered.
- 5) Bids will be examined promptly after the due date and an award will be made at the earliest possible date. Bids must be held firm for PWC for a period of sixty (60) days after the bid due date. A purchase order will be issued to the awarded bidder.

- 6) Bidders shall submit bids only on the Bid Pricing Forms provided herein, or exact copies thereof (**See Attachment B – Bid Pricing Form**). Failure to provide full and complete Bid Pricing Forms using the form provided herein will result in a bid being deemed non-responsive.
- 7) All bids must be signed by an authorized official of the bidder. Bids may be rejected for any omission, alteration of form, additions not called for, conditional bid, or any irregularities of any kind.
- 8) Do not submit alternate bids unless specifically called for on the Bid Pricing Forms.
- 9) **Submittal Information:** Bidders are required to submit the following information with their bid proposal:
  - a) The number of employees of the organization and length of time the organization has been in business under the present name;
  - b) Copies of all personnel's certifications and licenses;
  - c) A list of three (3) current or past projects of similar scope and nature, inclusive of contact name, address and phone number, name of supervisor and his/her relevant experience;
  - d) List of available manpower and equipment.
  - e) An affidavit stating whether or not any OSHA violations have occurred within the past three (3) years.
  - f) Copy of current Certificate of Insurance and copy of current license.

**Failure or refusal to furnish any item of information requested may result in rejection of the bid.**

## **QUANTITIES AND PRICING**

- 1) Quantities listed are estimates ONLY based on historical usage. PWC does not guarantee a minimum or maximum quantity to be purchased.
- 2) All bidders are advised to include all costs incurred by the bidder in providing the Cleaning and CCTV Inspection Services. The invoice submitted for payment shall not reflect any other costs (fuel surcharge, toll, etc.). PWC is not tax-exempt.
- 3) **All prices shall be firm against any increase for the initial one-year contract period. In the event the contract is extended for an additional period(s) a request for increase may be submitted with PWC reserving the right to accept or reject the increase or cancel the contract. Such action by PWC shall occur not later than 15 days after receipt by PWC of a properly documented request for price increase. Any increases accepted by PWC shall become effective in the month following approval.**
- 4) Prices for cleaning shall be submitted based on difficulty of cleaning due to debris build-up in pipe. Light cleaning is defined as standard or typical cleaning methods. Heavy cleaning is

defined as cleaning methods deemed beyond standard or typical, necessary for the removal of larger amounts of debris. Accessibility will be defined as normal means of access using standard/typical cleaning vehicles/equipment. Inaccessibility will be defined as needing "easement machines" and/or other all-terrain vehicles/equipment.

Prices for CCTV inspections shall be submitted based on accessibility of sewer mains to be televised. Accessibility will be defined as normal means of access using standard/typical CCTV inspection vehicles/equipment. Inaccessibility will be defined as needing all-terrain vehicles/equipment for access

## **EVALUATION AND AWARD**

- 1) An award of a contract is subject to the approval by the Board of Commissioners of PWC and the Fayetteville, North Carolina City Council.
- 2) PWC reserves the right to inspect, at a reasonable time, the equipment, item, plant, or other facilities of a prospective Bidder prior to award, and during the Service Agreement term, as PWC deems necessary to determine 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 Service Agreement.
- 3) PWC reserves the right to request additional information from bidders to aid in the evaluation process. This information may include but is not limited to, financial statements, a reference list of contracts of similar size, etc.
- 4) PWC reserves the right to make a single award for all items or may award separate contracts to multiple bidders for various items to the lowest responsive, responsible bidder or bidders, taking into consideration product quality, performance to PWC, and conformity with the specifications in these bid documents. PWC may also consider, among other things, the Bidder's past performance conduct on other contracts, and other information as PWC deems necessary to assist in the evaluation of any bid.
- 5) The Service Agreement will be awarded for a period of one (1) year to begin on or about July 1, 2026. The Service Agreement may be extended for up to two (2) additional one (1) year periods, upon the agreement of both parties. The total duration of the agreement shall not exceed three (3) years.
- 6) The successful bidder shall not assign, transfer, or convey any part of the agreement, including rights or obligations, to a third party without obtaining prior written approval from PWC. This includes the assignment of payments that may become due under the agreement. Any unauthorized assignment may result in disqualification or termination of the agreement. Approved assignments do not relieve the successful bidder of their responsibilities under the terms of the agreement unless explicitly stated in writing by PWC.
- 7) The successful bidder must promptly notify PWC in writing of any legal actions, investigations, or issues arising during the agreement period that may impact their ability to perform their obligations under the agreement. Failure to provide timely notification may result in termination of the agreement. As outlined in Attachment C: Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters, the successful bidder must also certify that no such legal impediments exist at the time of bid submission. If

circumstances change after submission or during the agreement period, the bidder is required to immediately inform PWC, providing full details of the situation.

## **DELIVERY AND PAYMENT**

- 1) The Contractor shall invoice PWC by the unit (estimated linear footage per application).
- 2) Commission shall, upon approval of invoices received from Contractor, pay said invoices within 30 days.
- 3) Services shall be performed between the hours of **8:00 a.m. and 5:00 p.m., Monday through Friday.**
- 4) Payment for equipment, material, supplies, etc. purchased pursuant to this bid shall be made by Public Works Commission approximately thirty days after the same has been delivered, inspected, approved and the invoice received in the PWC Accounts Payable Office, P.O. Box 1089, Fayetteville, North Carolina 28302.

## **ATTACHMENT A: DETAILED TECHNICAL SPECIFICATIONS**

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**SCOPE:** The purpose of this invitation to bid is to solicit proposals from qualified contractors to perform cleaning and CCTV inspections of various sizes and types of sanitary sewer pipe. Contractor will be required to furnish all necessary equipment, materials and labor for the complete performance of the work.

**CONTRACTOR RESPONSIBILITIES:** The Contractor shall adhere to the following terms, conditions, and responsibilities:

- a. The Contractor is responsible for all property damage associated with easement access;
- b. The Contractor is responsible for all cost associated with sanitary sewer spills or back-ups into structures as a result of cleaning or CCTV inspection activities;
- c. The Contractor is responsible for ensuring that all locking manhole lids are properly sealed and locked upon completion of access through each manhole structure;
- d. The Contractor is responsible for ensuring that all manhole lids in surfaced roadways are sealed with roofing tar upon completion of access through each manhole structure;
- e. Where work is located in high-traffic areas, the Contractor shall utilize appropriate traffic control devices in accordance with local and State guidelines to protect the specific job site and to prevent accidents or personal injury to the public;
- f. Contractor personnel and associated vehicles/equipment shall be appropriately identifiable.

**QUALIFICATIONS:** The Contractor shall demonstrate a minimum level of five (5) years direct experience in cleaning and CCTV inspections. The Contractor must have performed at least ten (10) other jobs similar in size and scope of the work specified herein, and have televised in excess of 300,000 linear feet and cleaned in excess of 600,000 linear feet with its own personnel within the previous 24 months. Any work performed by subcontractors for the Contractor will not be considered. Bidder must provide a list of references for similar projects to include contact name and phone number.

### **CLEANING METHODS AND OPERATIONS:**

- a. Capture and removal of any and all debris is required during all cleaning methods and operations.
- b. Temporary by-passing or plugging of upstream lines to facilitate cleaning methods is the responsibility of the Contractor. Contractor will be fully responsible for any sanitary sewer spills or back-ups into structures as a result of by-passing, plugging of the sewer mains, or general cleaning operations. Any civil penalties issued to PWC for such actions will be reimbursed to PWC by the Contractor. Contractor shall immediately notify PWC's Senior Project Coordinator of any sewer spill or back-up incident.

c. Access to manhole structures in areas outside of public roadways will be the responsibility of the Contractor. PWC's Senior Project Coordinator will provide Contractor with information regarding areas of sensitivity where pre-existing agreements with landowners may affect accessibility. Areas determined to be inaccessible by normal vacuum/jetter combinations will require use of "easement machines" and/or other all-terrain vehicles/equipment. Contractor is solely responsible for all means and methods necessary to gain access to the work site.

d. PWC will allow the Contractor to use water from its existing water system. The Contractor is responsible for obtaining the necessary Bulk Water Permit and applicable permit fees; each vessel to be used by the Contractor shall be permitted individually, as per PWC policy. The Contractor shall utilize proper backflow prevention devices when obtaining water from the PWC system. The Contractor shall contact PWC's Environmental System Protection Department at 910-223-4699 to determine the required backflow prevention devices. The Contractor shall provide monthly documentation on the amount of water used for their operations.

**PERFORMANCE OF WORK:** Sewer main cleaning and CCTV inspections are to be performed while lines are charged (i.e. flow in pipe). Contractor is responsible for coordination with property owners for access to easement areas, if accessibility cannot be obtained by normal means.

**PROJECT SCHEDULE:** Contractor shall follow PWC's project schedule outline as arranged by FPWC project manager unless discussed and agreed upon by both parties. Once a project area has been started, all work to be performed will be completed before work can begin within the next project area. Bi-weekly meetings may be required to discuss project progress or other issues that may arise.

**DOCUMENTATION:** Contractor shall provide to PWC daily work completion logs for all cleaning and CCTV main inspection activities. These logs shall reflect location of completed line segment, completed line segment (manhole to manhole), direction of inspection or cleaning set-up, pipe material, size of pipe, cleaning category (light or heavy), footage cleaned or televised, access (accessible or inaccessible), and comments.

Upon completion of CCTV inspections, Contractor shall provide to PWC inspection data (video inspection log sheets) and videos (flash or thumb drives) for review (in "binder format"); the flash drive will also need to include the PACP exchange database. PWC will not approve individual pay requests until this information has been received. Once received and reviewed, PWC will notify Contractor that invoicing can be submitted for approval and payment process. Invoicing should reflect each individual project area with the appropriate charge numbers (i.e. Work Order numbers assigned by WAM), to include individual quantities with unit pricing and total dollar amounts.

Upon completion of main cleaning, Contractor shall provide to PWC a formatted spreadsheet indicating completed line segments (manhole to manhole). PWC will not approve Contractor's final pay request until this information has been received. Invoicing should reflect each individual project area with the appropriate charge numbers (i.e. Work Order numbers assigned by WAM), to include individual quantities with unit pricing and total dollar amounts.

**WARRANTIES, REPRESENTATIONS AND ADDITIONAL COVENANTS OF THE CONTRACTOR:**

The Contractor shall:

- a. Obtain all of the appropriate governmental licenses and permits necessary to perform the work described in the attached specifications and shall maintain such licenses and permits at all times during the contract period. The Contractor shall provide the Commission, or its designee, with a copy of such licenses and permits upon request.
- b. Comply with all applicable provisions of federal, state, local and OSHA laws, regulations and environmental standards.
- c. Be responsible for the conduct and discipline of its employees and provide personnel to perform the work described in the specifications with the proper and necessary skills, experience, knowledge and technical training.

**ASSISTANCE PROVIDED BY THE OWNER:**

- a. A representative of the Owner will accompany the Contractor's crew, and/or sewer system drawings will be provided showing the exact locations of the pipes to be cleaned and/or televised.
- b. The Owner shall provide a source of fresh water at a location or locations to be designated by the Owner.
- c. The Owner shall locate and uncover hidden or buried manholes and restore street surfaces, easements, etc.

## **ATTACHMENT B: BID PRICING FORM**

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### **Bidder Information:**

**Name of Company**

**Company Location**

**Phone Number**

**Email Address**

**Is the company an N.C.  
Certified HUB or DBE  
Printed Name**

**Title**

**Authorized Signature**

**Date**

Bidders shall submit pricing exclusively on the Bid Pricing Forms provided in this IFB, or on exact copies thereof. The Bid Pricing Form must be fully completed and properly executed. Failure to provide a complete submission will result in the bid being deemed non-responsive, as PWC will lack the necessary information to conduct a proper evaluation. A fully completed Bid Pricing Form includes the bidder's company name, company location, and email address; the name and location of the manufacturer; the bidder's NC HUB or DBE certification status (if applicable); and the printed name, title, signature, and date of an authorized company representative. Bidders must also provide part numbers, lead times, unit prices, extended prices for each line item, and acknowledgment of all issued addenda. All pricing must remain valid for a minimum of sixty (60) calendar days from the date of bid opening and shall be F.O.B. Destination.

Company Name: \_\_\_\_\_

Pipe Size	Est. Linear Footage	Cost per Linear Foot (Light cleaning)		Cost per Linear Foot (Heavy Cleaning)	
		Accessible	Inaccessible	Accessible	Inaccessible
6"	177'	\$	\$	\$	\$
8"	204,941'	\$	\$	\$	\$
10"	331'	\$	\$	\$	\$
12"	27,212'	\$	\$	\$	\$
15"	36862'	\$	\$	\$	\$
16"	N/A	\$	\$	\$	\$
18"	12,352'	\$	\$	\$	\$
20"	107'	\$	\$	\$	\$
21"	00,630'	\$	\$	\$	\$
24"	17,340'	\$	\$	\$	\$
27"	1	\$	\$	\$	\$
30"	1	\$	\$	\$	\$
36"	1	\$	\$	\$	\$
42"	1	\$	\$	\$	\$
48"	1	\$	\$	\$	\$
54"	1	\$	\$	\$	\$

**TOTAL EXTENDED BID**

\$ \_\_\_\_\_

The Bidder has received, acknowledged, and used the following addenda in completing the Bid. (Initial and Date as appropriate).

Addendum No. 1

Date \_\_\_\_\_

Addendum No. 2

Date \_\_\_\_\_

Addendum No. 3

Date \_\_\_\_\_

Addendum No. 4

Date \_\_\_\_\_

**ATTACHMENT C: CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

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The Primary Participant, \_\_\_\_\_ (major third party contractor), certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal 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;
3. 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 (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT \_\_\_\_\_ CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# PWC at a Glance



## Customers



- In operation since 1905
- Provides Electric, Water & Wastewater Services
- Total Customers: 121,886
- Number of Services: 274,101
  - Electric: 83,537
  - Water: 92,453
  - Wastewater: 92,100
  - Irrigation: 6,011
- Customers with 2+ services: 75%
- Annual Customer Turnover: 20-25%

## Customer Service



- Annual Customer Contacts: 495,136
- Average Monthly Calls: 32,363
- Annual Bills Generated: 1.4 Million
- Customer Incentive Programs: 13
- Annual Water Leak Notifications: 20,363 (17.2 million gal)

## Employees



- Number of Employees: 651
- Average Tenure of Employees: 10 years
- Average Age: 45
- Annual Turnover: 9.0%\*
- Annual Hours Worked: 1.2 Million

\*non retirement

## Facilities



- Butler-Warner Generation Plant (268 MW)
  - Electric Service Area: 147 Sq. miles
- P.O. Hoffer Water Treatment Facility (39.5 MGD)
- Glenville Lake Water Treatment Facility (18.0 MGD)
  - Drinking Water Service Area: 116 Sq. miles
- Cross Creek Water Reclamation Facility (25 MGD)
- Rockfish Creek Water Reclamation Facility (21 MGD)
  - Wastewater Service Area: 109 Sq. miles

## Electric Operations



- Purchase Wholesale Power from Duke Energy
- Only NC municipal system to own/operate a generation plant (Dispatched for use by Duke Energy)
- Generation Capacity: 268 MW
- Solar Generation: 1 MW
- Battery Storage: 2 MW
- Annual MWH Sold: 1.9 million
- System Peak: 499 MW (Feb. 9, 2015)
- Reliability Rate: 99.99%
- Electric Distribution Substations: 32
- Distribution Lines: 1,360 miles
- Transmission Lines: 123 miles
- Streetlights/Area Lights: 37,853

## Water/Wastewater Operations



- Population Served: 225,000
- Drinking Water Treated: 10.7 Billion Gallons/Year
- 100% Compliant for all EPA Drinking Water Standards
- Daily Water Treatment Capacity: 57.5 MG/Day
- Daily Wastewater Treatment Capacity: 46 MG/Day
- Water/Wastewater Infrastructure: 2,825 miles
- Hydrants: 8,616
- Sanitary Sewer Lift Stations: 78
- Manholes: 34,002

## Financial



- FY24 Annual Operating Budget: \$428.8 Million
- Total Assets: \$1.62 Billion
- Bond Rating: Aa2(Moody's), AA (Standard & Poor), AA (Fitch)
- Operations & Maintenance Expense per Customer: \$505 (\$557 National Median)
- Annual Cash Contributions to the City of Fayetteville in Lieu of Taxes: \$12.2 Million
- Annual Streetlight Services: \$3.9 Million
- Annual Annexation Construction Costs: \$4.8 Million
- Total Annual Contributions to the City of Fayetteville: \$25.4 Million

Visit [www.faypwc.com](http://www.faypwc.com) to learn more about PWC



**For the internal use of Fayetteville Public Works Commission only**

Requester/Responsible Employee:

Project Title:

Contract Number:

(Assigned by Procurement)

Bid Number (if applicable)

(Assigned by Procurement)

Account String (w/Budget Code):

(for project funding)

Not to Exceed Amount:

Completion or Termination Date:

Work Scope/Purpose:

**Notes: (1) This Service Agreement may be utilized for all services (including legal, accounting, and consulting services). However, (a) for services subject to G.S. 143-64.31 (including but not limited to engineering and surveying services), PWC must first comply with the applicable RFQ requirement, unless exempted by law; and (b) for Information Technology, as defined in G.S. 143B-1320, PWC must first comply with applicable RFP requirements set forth in G.S. 143-129.8..**

**(2) A purchase order must be generated by Procurement and approved by the CFO to encumber funds.**

**SERVICE AGREEMENT**

This Service Agreement (“Agreement”) is made by and between Fayetteville Public Works Commission (“PWC”), a North Carolina public authority, and \_\_\_\_\_ (“Provider”), a \_\_\_\_\_ (each of PWC and Provider is referred to herein as a “Party” and collectively as the “Parties”), as of the date of execution last written below (the “Effective Date”). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Services. PWC retains Provider to \_\_\_\_\_ as more particularly described in Exhibit A attached hereto and incorporated herein by this reference (the “Services”). The Services shall be completed on or prior to the deadline(s) set forth in Exhibit A, but in any event no later than \_\_\_\_\_. In the event of a conflict between the provisions of this Agreement and the provisions of any attachment or exhibit to this Agreement, the terms of this Agreement shall govern. Provider shall not use the existence of this Agreement or the name of Fayetteville Public Works Commission as part of any commercial advertising or marketing of products or services without the prior written consent of PWC.

2. Service Standards. Provider shall perform and deliver the Services in accordance with (a) the professional skill and care ordinarily exercised by other providers delivering services on the same or similar projects; (b) Provider’s professional licensing obligations; and (c) all applicable laws. Provider shall notify PWC promptly of the discovery of errors, omissions, discrepancies, or inconsistencies in the Services rendered. If any of the Services that Provider renders or work product, which includes but is not limited to reports, analyses, designs, specifications, plans, drawings, and other documents, that Provider delivers to PWC contain errors or omissions, Provider shall promptly correct or supplement such Services at no additional cost to PWC. PWC’s acceptance of, use of, or payment for such Services shall in no way alter or reduce the Service standards set forth herein or PWC’s rights hereunder. Provider shall not assign or subcontract or transfer the Services or any rights under or interest in this Agreement without the prior written consent of PWC. Provider shall treat all information from PWC and work product resulting from the Services as confidential and proprietary, unless such information is available from public sources, and Provider shall not publish or disclose

confidential or proprietary information without the prior written consent of PWC for any purposes other than the performance of the Services.

3. Delivery of Services and Ownership of Work Product. Time is of the essence with regard to the delivery of the Services. In the event of suspension or termination of the Services, Provider shall promptly deliver to PWC all work product completed or in progress as of the date of termination along with reproducible documents, drawings, plans, specifications, and electronic records of the completed portion of the Services upon PWC's payment of the undisputed portion(s) of Provider's invoices in accordance with Section 8, Billing and Payment. Provider grants PWC an irrevocable license to use the work product resulting from the Services of Provider. The work product delivered by Provider to PWC in connection with the performance of the Services shall not infringe any intellectual property rights of any third party. Except as otherwise specified in this Agreement, Provider shall not use for its own purposes or allow a third party to use the work product resulting from the Services without the prior written consent of PWC.

4. Compensation. For the Services, Provider shall be compensated at the rates set forth in Exhibit A. Provider's rates shall not be increased during the term of the Agreement or the performance of the Services without the prior written consent of PWC.

5. Payment Limitation. Notwithstanding any other provision in this Agreement to the contrary, the total fees and expenses for the Services shall not exceed \_\_\_\_\_ and 00/100 dollars (\$\_\_\_\_\_.00) (the "Cap"). Provider shall promptly notify PWC in writing when Provider has reached ninety percent (90%) of the Cap. The Cap is not a fixed fee to which Provider is entitled. PWC shall be obligated to pay only for Provider's actual time devoted to providing the Services and authorized, documented expenses incurred, not to exceed the Cap.

6. PWC's Duties. PWC shall: (a) timely provide such information in its possession, custody, or control as is reasonably necessary for Provider to perform the Services; (b) communicate promptly to Provider all decisions of PWC and clarifications that are reasonably needed by Provider; and (c) make payments to Provider in accordance with Section 8, Billing and Payment.

7. Representations and Warranties. Provider represents and warrants to PWC that Provider is duly licensed and authorized in the State of North Carolina to perform the Services. Each Party represents and warrants to the other Party that it is duly organized, validly existing and in good standing and has all requisite powers, rights, and authority to execute, enter into, and perform this Agreement in accordance with the terms and conditions of this Agreement, this Agreement constitutes a legal, valid, and binding obligation of such Party enforceable against it in accordance with its terms and the person signing this Agreement on behalf of Provider has been properly authorized and empowered to enter into this Agreement.

8. Billing and Payment; Sales and Use Taxes. Provider shall invoice PWC monthly for Services performed and expenses incurred during the preceding calendar month. All invoices shall provide reasonable detail of the services performed and expenses for which reimbursement may be sought, along with supporting documentation for such expenses. PWC shall pay the undisputed portion of each invoice within forty-five (45) calendar days after PWC's receipt of the invoice. PWC shall reimburse expenses at the lower of actual or reasonable cost, except in regard to expenses that are specifically pre-approved in writing by PWC or are set forth and included in a fixed price service arrangement. All payments from PWC to Provider

shall be transferred electronically to Provider's designated financial institution, and Provider shall, prior to delivery of its first monthly invoice to PWC, supply the name of Provider's financial institution, routing number, and account number on the form available from PWC and provide to PWC a completed and signed IRS Form W-9. Provider has the right to impose a late payment charge of one percent (1%) per month for amounts unpaid by PWC by the date due. Provider shall maintain on a generally recognized accounting basis and retain for at least three (3) years the records supporting Provider's invoices to PWC. In the event of a dispute regarding a monthly invoice or any portion thereof: (a) Provider shall deliver to PWC all records supporting Provider's invoice(s) in dispute within ten (10) calendar days after PWC notifies Provider of the dispute, and Provider shall cooperate with PWC to verify the accuracy of all invoices; (b) Provider shall continue to proceed diligently with the performance of the Services pending resolution of the dispute; and (c) PWC shall pay Provider in accordance with this Agreement for all Services rendered by Provider which are not the subject of the dispute.

If the Services involve repair, maintenance, or installation subject to any sales and use tax under North Carolina law, then Provider shall comply with all of the following requirements so that PWC may recover the amount of the tax permitted under the law:

- a. Furnish PWC documentary evidence showing the material used, sales tax paid, and County paid (County of sale). The documentary evidence shall include Provider's certified statement showing total purchases of materials from each separate vendor and total sales taxes charged to PWC and paid by Provider. The documentary evidence shall also include Provider's certified statement as to the amount paid by PWC for sales tax on the Services delivered by Provider to PWC. A certified form is required even if no sales tax was paid for pay request period. Materials used from Provider's warehouse stock shall be shown in a certified statement at warehouse stock prices and amount of County of Use Tax charged to PWC and paid by Provider;
- b. Provider shall furnish to PWC invoices or copies of invoices for all materials purchased for said work within pay request period, and such invoices shall state the amount of North Carolina Sales Tax, if any, paid for materials. Provider shall also furnish to PWC invoices identifying the amount paid for the sales and use tax on Services that are subject to such taxation under North Carolina law; and
- c. Provider shall not include any tax paid on supplies, tools, and equipment that Provider uses to perform the Service.

9. Termination. Except in regard to Services to be provided for a fixed price, PWC has the right to terminate the provision of Services, with or without cause, by delivering written notice of termination to Provider, and PWC shall be obligated to pay Provider only for work performed and reasonable expenses incurred until delivery of the notice of termination. Either Party may terminate an Agreement to provide Services for a fixed price for cause by delivering written notice of the cause and termination to the other Party, provided that the Party receiving the notice of termination shall have seven (7) calendar days to cure the cause cited in the termination notice. "Cause" means action by the non-terminating Party that constitutes a material breach of this Agreement including, but not limited to, a failure to adhere to a schedule, failure to timely pay, and material failure to produce work product that is consistent with the applicable service standards.

10. Insurance. Provider shall maintain during the provision of Services and for at least three (3) years thereafter (collectively, the "coverage period") the following insurance coverages, which insurance shall be placed with insurance companies authorized to do

business in the State of North Carolina and rated A minus VII or better by the current edition of Best's Key Rating Guide or otherwise approved in writing by PWC:

- (a) professional liability errors and omissions or malpractice insurance including contractual liability coverage with limits of not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate;
- (b) commercial general liability insurance with a combined single limit of liability of not less than \$1,000,000 for each occurrence of bodily injury and/or property damage and an annual aggregate of liability of not less than \$2,000,000 for bodily injury and/or property damage, and an annual aggregate of liability of not less than \$2,000,000 for Completed Operations and Products Liability;
- (c) worker's compensation insurance as required by State law; and
- (d) automobile liability insurance with limits not less than \$100,000 each person and \$300,000 each accident for bodily injury and property damage.

Prior to initiating the Services, Provider shall deliver to PWC certificates of insurance confirming each such coverage, and Provider shall direct its insurers to provide annually to PWC certificates confirming each such coverage during the coverage period. PWC shall be named as an additional insured in the comprehensive automobile and commercial liability insurance policies. Commercial general liability coverage shall be written on an "occurrence" basis. Upon PWC's request, Provider shall give prompt written notice to PWC of any and all claims made against the professional liability errors and omissions or malpractice insurance policy during the coverage period. Provider shall not reduce or allow the required insurance coverages to lapse without PWC's prior written approval. All policies for insurance must be endorsed to contain a provision giving PWC a thirty (30) calendar day prior written notice by certified mail of any cancellation of that policy or material reduction in coverage. Should a notice of cancellation be issued for non-payment of premiums or any part thereof, or should Provider fail to provide and maintain certificates as set forth herein, PWC shall have the right, but not the obligation, to pay such premium to the insurance company or to obtain such coverage and to deduct such payment from any sums that may be due or become due to Provider, or to seek reimbursement for said payments from Provider. Any such sums paid by PWC shall be due and payable immediately by Provider upon notice from PWC. The insurance provisions of this Agreement shall not be construed as a limitation on Provider's responsibilities and liabilities pursuant to the terms and conditions of this Agreement. Provider's obligation to maintain insurance for three (3) years after completion of the Services shall survive the termination of this Agreement.

11. Indemnification and Liability. Provider shall indemnify, defend, and hold harmless PWC and its Commissioners, officers, employees, agents, and representatives (collectively, "Indemnitees") from and against all claims, actions, liabilities, damages, losses, costs, and expenses (including, without limitation, injury to or death of any persons and damage to property, economic and consequential damages and attorneys' fees) asserted by one or more third parties against one or more of the Indemnitees arising out of negligent or willful acts, violations of law, infringement of any patent, trademark, trade secret, copyright, or other intellectual property right of a third party, or omissions or breach of the obligations set forth in this Agreement by Provider or any of its employees, agents, representatives, and subcontractors. Provider's obligation to indemnify, defend, and hold harmless the Indemnitees shall survive the termination of this Agreement and shall include the duty to pay for the

reasonable attorney's fees and costs associated with defending the Indemnitee(s) by the legal counsel of each Indemnitee's choice.

12. Notices. Any notice which either Party is required or desires to give the other hereunder shall be deemed sufficiently given if, in writing, it is delivered personally, or sent by certified U.S. mail, return-receipt requested, postage prepaid, to the addresses listed hereinbelow, or such other address as either Party shall give to the other Party by written notice in accordance herewith. Any notice given herein by personal delivery shall be deemed delivered when received. Any properly addressed notice given herein by certified mail shall be deemed delivered on the third Business Day after the same is deposited in an official United States Post Office, postage prepaid, or if sooner upon the date when the return receipt therefor is signed, or refusal to accept the mailing by the addressee is noted thereon by the postal authorities.

To PWC:  
Fayetteville Public Works Commission  
Attn: Timothy Bryant, CEO/General Manager  
PO Box 1089  
Fayetteville, NC 28302

To Provider:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"Business Day" means each calendar day that is not a Saturday, Sunday, holiday observed by the federal government for its employees, or holiday observed by the State of North Carolina for its employees.

13. Compliance. Provider hereby acknowledges that "E-Verify" is the federal E-Verify program operated by the US Department of Homeland Security and other federal agencies which is used to verify the work authorization of newly hired employees pursuant to federal law and in accordance with Article 2, Chapter 64 of the North Carolina General Statutes. Provider further acknowledges that all employers, as defined by Article 2, Chapter 64 of the North Carolina General Statutes, must use E-Verify and after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a). Provider hereby pledges, attests, and warrants through execution of this Agreement that Provider complies with the requirements of Article 2, Chapter 64 of the North Carolina General Statutes and further pledges, attests, and warrants that all subcontractors currently employed by or subsequently hired by Provider to provide services for PWC shall comply with all E-Verify requirements. Failure to comply with the above requirements shall be considered a breach of this Agreement. Provider hereby further acknowledges that the execution and delivery of this Agreement constitutes Provider's certification to PWC and to the North Carolina State Treasurer that, as of the Effective Date, Provider is not listed on (a) the Final Divestment List created and maintained by the North Carolina Department of State Treasurer pursuant to the Iran Divestment Act of 2015, Chapter 147, Article 6E of the General Statutes of North Carolina (the "Iran Divestment Act"); or (b) the list of companies that the North Carolina State Treasurer determines to be engaged in a boycott of Israel in accordance with Article 6G of Chapter 147 of the General Statutes of North Carolina. Provider represents and warrants to Commission that Provider, and all persons and entities owning (directly or indirectly) an ownership interest in it: (i) are not, and will not become, a

person or entity with whom a party is restricted from doing business with under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including, but not limited to, those named on OFAC's Specially Designated and Blocked Persons list) or under any statute, executive order (including, but not limited to, the September 24, 2001, Executive Order 13224 Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or other governmental action; and (ii) are not knowingly engaged in, and will not knowingly engage in, any dealings or transactions or be otherwise associated with such persons or entities described in clause (i) above. The provisions of 41 CFR 60-1.4, 60-300.5(a) and 741.5(a) are hereby incorporated by reference, as applicable. Provider shall at all times during the term of this Agreement comply with Executive Order 11246. Provider shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Except in strict compliance with Environmental Laws (defined below), neither Provider nor its employees, agents, contractors, subcontractors, licensees or invitees shall use, handle, store, or dispose of (or permit the use, handling, storing, or disposal of) any hazardous or toxic waste or substance in delivering the Services (or transport, transship or permit the transportation or transshipment of the same over or through the real property managed or operated by PWC) which is regulated, controlled, or prohibited by any federal, state, or local laws, ordinances, and/or regulations, including without limitation the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et seq. ("RCRA"); the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, 42 U.S.C. § 9601, et. seq. ("CERCLA"); the Hazardous Materials Transportation Act, 49 U.S.C. § 801, et. seq; the Federal Water Pollution Control Act, 33 U.S.C. § 1321, et. seq; the Toxic Substances Control Act, 15 U.S.C. ("TSCA"); and the Occupational Safety and Health Act, 29 U.S.C. § 651 et seq. (as subsequently amended, "Environmental Laws"). As used herein, hazardous or toxic substances or materials shall include without limitation the following: (1) "hazardous wastes" as defined under RCRA or any other federal, state or local law or regulation, (2) "hazardous substances" as defined under CERCLA or any other federal, state or local law or regulation, (3) gasoline, petroleum, or other hydrocarbon products, by-products, derivatives, or fractions (including spent products), (4) "toxic substances" as defined under TSCA, (5) "regulated medical waste" as defined by 40 C.F.R. § 259.30, (6) any radioactive materials or substances, or (7) asbestos and asbestos containing products. Provider shall comply with the Emergency Planning and Community Right-to-Know Act of 1986, as amended. Provider shall immediately report orally to PWC and confirm in writing within three (3) hours any type of chemical spill that occurs in or on any real property managed or operated by PWC or any spill or release of the waste materials during the performance of the Services.

14. Miscellaneous Provisions. Provider is and shall remain an independent contractor and shall undertake performance of the Services pursuant to the terms of this Agreement as an independent contractor. Nothing contained in this Agreement shall be deemed or construed to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the Parties. No breach or non-performance of any term of this Agreement shall be deemed to be waived by either Party unless said breach

or non-performance is waived in writing and signed by the Parties and then only to the extent specifically stated. No waiver of any breach or non-performance under this Agreement shall be deemed to constitute a waiver of any subsequent breach or non-performance, and for any such breach or non-performance each Party shall be entitled to such remedies as provided by law. The invalidity, illegality, or un-enforceability of any portion or provision of this Agreement shall in no way affect the validity, legality, and/or enforceability of any other portion or provision of this Agreement. Any invalid, illegal, or unenforceable provision of this Agreement shall be deemed severed from this Agreement, and the balance of the Agreement shall be construed and enforced the same as if the Agreement had not contained any portion or provision which was invalid, illegal, or unenforceable; provided, however, severability shall not prevent this entire Agreement from being void in the event any portion or provision of this Agreement that is of the essence of this Agreement shall be void. This is the entire agreement of the Parties on the subject matter hereof, and all prior negotiations, representations, proposals, letters, agreements, understandings, or other communications between the Parties, whether written or oral, are hereby merged into the Agreement and superseded by this Agreement. This Agreement shall not be modified unless such modifications are evidenced in writing, signed by both Parties. Nothing herein shall be construed to give any right or benefits hereunder to anyone other than the Parties. This Agreement shall be governed by the laws of the State of North Carolina without the application of the laws of any other state. The exclusive venue for all mediations and litigation and any other legal proceedings regarding this Agreement shall be the State and Federal Courts serving Cumberland County, North Carolina, and Provider consents to personal jurisdiction in such courts. Provider irrevocably waives, to the fullest extent permitted by law, any objection that it may now or hereafter have to the laying of the venue of any such suit, action or proceeding in any such court serving Cumberland County or that any such suit, action or proceeding brought in any such court serving Cumberland County has been brought in an inconvenient forum. This Agreement may be executed in counterparts with the same effect as if the signatures to each counterpart were upon a single instrument, and all such counterparts together shall be deemed an original of this Agreement. For purposes of this Agreement, a facsimile copy or scanned copy or photocopy of a party's signature shall be sufficient to bind such party. This Agreement shall be subject to execution by electronic means in accordance with Article 40 of Chapter 66 of the North Carolina General Statutes. The titles of the paragraphs throughout this Agreement are for convenience only and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this instrument.

15. Morality Clause. If, in the sole opinion of PWC, at any time Provider or any of its owner(s), employee(s), or agent(s) (each party, owner, employee, and agent is an "Actor") engages in any one or more actions that bring disrepute, contempt, scandal, or public ridicule to the Actor or subject the Actor to prosecution or offend the community or public morals or decency or denigrate individuals or groups in the community served by PWC or are scandalous or inconsistent with community standards or good citizenship or may adversely affect PWC's finances, public standing, image, or reputation or are embarrassing or offensive to PWC or may reflect unfavorably on PWC or are derogatory or offensive to one or more employee(s) or customer(s) of PWC, PWC may immediately upon written notice to Provider terminate this Agreement, in addition to any other rights and remedies that PWC may have hereunder or at law or in equity.

16. Conflicts. Except with PWC's knowledge and prior written consent, Provider shall not engage in any activity or accept any employment, interest or contribution that would reasonably appear to compromise Provider's professional judgment with respect to the

Services. Provider shall disclose to PWC any business or personal relationship with any Commissioner, officer, director, manager, or supervisor of PWC.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Fayetteville Public Works Commission

\_\_\_\_\_

By: \_\_\_\_\_  
Timothy Bryant, CEO/General Manager

By: \_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_

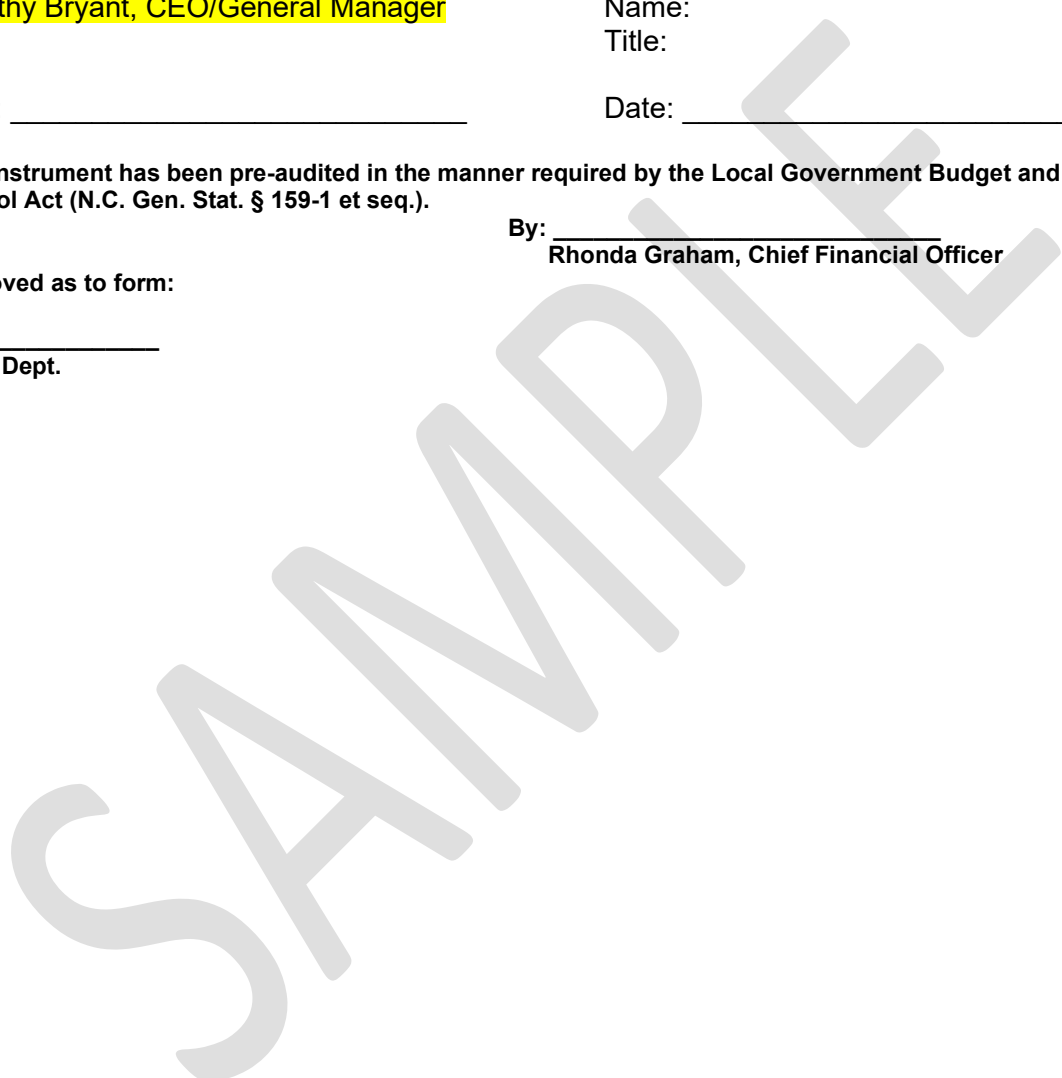
Date: \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act (N.C. Gen. Stat. § 159-1 et seq.).

By: \_\_\_\_\_  
Rhonda Graham, Chief Financial Officer

Approved as to form:

\_\_\_\_\_  
Legal Dept.



**ATTACHMENT F: SMALL AND DISADVANTAGED BUSINESS (SDBE), SMALL LOCAL SUPPLIER (SLS), AND LOCAL BUSINESS DISCLOSURE FORM**

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Prime Contractor: \_\_\_\_\_  
 Address & Phone: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Pay Application # \_\_\_\_\_

Please complete the form below by providing the necessary information for the payments made to each subcontractor, vendor, or supplier for the work associated with the identified contractor application for payment. This form must be fully completed and attached to each contractor application for payment.

<b>Firm Name</b>	<b>SDBE, SLS, or Local</b>	<b>Construction Trade or Supplies</b>	<b>Payment Amount</b>
<i>Ex. ABC Company</i>	<i>SDBE – NC HUB M</i>	<i>Hauling</i>	<i>\$25,000.00</i>
<i>Ex. DEF Enterprise</i>	<i>SLS – PWC</i>	<i>Paint</i>	<i>\$600.00</i>
<i>Ex. GHI Incorporated</i>	<i>Local – Fayetteville</i>	<i>Tire Repair</i>	<i>\$2,000.00</i>

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

## **ATTACHMENT G: BID SUBMITTAL CHECKLIST**

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To ensure your bid is considered for evaluation and potential award, the following forms and required information must be submitted in full. Each item on this checklist must be completed and provided with your bid response. Failure to submit any required documentation or information may result in disqualification. Please carefully review the checklist to confirm all required materials are included before submitting your bid.

- 1. Properly emailed Bid (Submission Instructions paragraph 4)
- 2. Attachment A Drawings, Descriptive Literature, Deviations, etc. (completed and provided)
- 3. Attachment B Company Name, Company Location, Phone Number, and Email Address (completed and signed)
- 4. Attachment B Manufacturer Name and Location (provided)
- 5. Attachment B NC HUB or NC DBE classification, if applicable (provided)
- 6. Attachment B Printed Name, Title, Signature, and Signature Date (provided)
- 7. Attachment B Unit Price & Extended Price (provided)
- 8. Attachment B Addenda Acknowledgement (initialed and dated)
- 9. Attachment C (completed and signed) or Explanation (provided)
- 10. Attachment F Small and Disadvantaged Business (SDBE), Small Local Supplier (SLS), and Local Business Disclosure Form (completed)
- 11. **Submittal Information:** Number of employees, copies of personnel's certifications, Licenses, etc. (completed and included)