



**Orange Water and Sewer Authority**

*Our community's trusted partner for clean water and environmental protection.*

**RFP NO. 25-003**

**REQUEST FOR PROPOSALS**

**FOR**

**JANITORIAL SERVICES**

**Date Issued: December 3, 2024**



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## NOTIFICATION

### REQUEST FOR PROPOSALS

#### SOLICITATION NO. 25-003 FOR JANITORIAL SERVICES

### 1 NOTICE OF REQUEST FOR PROPOSALS

The Orange Water and Sewer Authority (OWASA) is seeking Proposals from qualified and experienced commercial janitorial/cleaning service firms to provide evening janitorial/cleaning service 5 days a week for 2 locations at 400 Jones Ferry Road Carrboro, NC 27510—Water Treatment Plant and 170 Old Manson Farm Road Chapel Hill, NC 27514—Waste Water Treatment Plant. This is an informal request for proposals and the proposals received will not be public until the contract is awarded.

***NC Certified HUB Vendors are encouraged to submit Proposals for all solicitation opportunities at OWASA.***

To obtain a copy of the Request for Proposal (RFP) document, suppliers shall download the document from the OWASA'S website at <https://www.owasa.org/Proposal-opportunities>

***A mandatory Pre-Proposal Meeting and Site Visit will be held for all prospective proposers on December 11, 2024, at 10:00 am, located at 400 Jones Ferry Road, Carrboro, NC 27510.***

Attendance is required to gain a full understanding of the project scope and site conditions. This session will allow proposers to ask questions and obtain critical information needed for preparing thorough and accurate proposals.

Proposals are solicited and will be accepted in PDF format via email at [dmoore@owasa.org](mailto:dmoore@owasa.org) until **3:00 p.m. ET on Friday, December 20, 2024**, for the JANITORIAL SERVICES SOLICITATION.

Questions regarding the RFP shall be directed to David Moore, Procurement Coordinator at [dmoore@owasa.org](mailto:dmoore@owasa.org).

***OWASA reserves the right to reject any or all Proposals.***



## 2 SCHEDULE OF EVENTS

<i>DATE</i>	<i>SCHEDULE OF EVENTS</i>
December 3, 2024	<b>RFP distributed and posted to OWASA’s website</b>
December 11, 2024 <b>10:00 AM ET</b>	<b>Mandatory Pre-Proposal Meeting/Site Visit 400 Jones Ferry Road Carrboro NC, 27510</b>
December 13, 2024 <b>3:00 PM ET</b>	Inquiries must be received in writing by (e-mail only) to David Moore at <a href="mailto:dmoore@owasa.org">dmoore@owasa.org</a>
December 16, 2024 <b>3:00 PM ET</b>	Responses to all questions received will be posted on the OWASA’s website.
December 20, 2024 <b>3:00 PM ET</b>	<b>Proposals due via email at <a href="mailto:dmoore@owasa.org">dmoore@owasa.org</a></b>
Dec. 30, 2024 –Jan. 6, 2025	Proposal Evaluation
January 13, 2025 (tentative)	Announcement of Intent to Award Contract
February 1, 2025 (tentative)	Notice to Proceed

## 3 SCOPE OF SERVICES

(SEE ATTACHMENT A)

## 4 PROPOSAL SUBMITTAL REQUIREMENTS

**A mandatory pre-proposal meeting and site visit will be held on Wednesday December 11, 2024 at 10:00 am** to provide proposers with an overview of the project requirements and a firsthand look at the facilities. Attendance is required, and proposals from those who do not attend will not be considered. This meeting and site visit will ensure that all proposers have a clear understanding of the project scope, site conditions, and any specific requirements for the janitorial services contract. Proposers will also have the opportunity to ask questions and gather information essential for preparing a responsive proposal.

The following information shall be presented in a clear, comprehensive, and concise manner and in the prescribed format. In order for OWASA to adequately evaluate qualifications objectively, proposals shall be submitted in accordance with the following format in terms of order. The proposals shall be prepared simply and economically, providing straightforward and concise information.



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The response shall be no less than five (5) and no more than twenty (20) PDF pages *excluding cover sheet, table of contents and mandatory forms*—and shall limit their submissions to the following information unless otherwise stated:

**a. A Concise Letter of Interest including:**

Cover letter stating the intent of the proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, your proposal could be deemed non-responsive.

**b. A statement indicating any judgments against the Proposer (prime, subconsultants and third-party consultants) within the last five (5) years, or pending litigation, related to professional conduct or services.**

**c. Qualifications and Experience**

Please provide a comprehensive overview of your organization’s qualifications and experience in delivering janitorial services within the last five years, particularly in environments similar in size, scope, or complexity to our facility. Describe your firm’s history in the industry, highlighting key achievements, unique competencies, or relevant certifications that demonstrate your capability to meet the standards outlined in this RFP.

**d. Technical Approach and Methodology**

Please provide a detailed explanation of your approach to fulfilling the janitorial services requirements outlined in this RFP. Include specifics on the methods, equipment, and products your team will use, with an emphasis on meeting daily, weekly, and monthly cleaning standards. Describe your procedures for quality control, such as supervisory checks or feedback mechanisms, that ensure consistently high standards of cleanliness. If your approach incorporates any unique or innovative solutions—such as advanced technology, green cleaning products, or efficient procedures—be sure to highlight these features. Proposals will be scored based on how thoroughly and effectively the approach addresses the RFP requirements.

**e. Cost Proposal**

Submit a detailed cost proposal using Attachment B: Cost Proposal Form and provide supporting documentation on a separate form. The proposal should outline your pricing structure, including a monthly lump sum for all recurring services, with the exception of **Strip/Wax and Shampoo All Carpeted Floors**, which should be priced separately. Supporting documentation shall be a breakdown of costs by service type or frequency (e.g., daily, weekly, or monthly) and specify any one-time charges or additional fees.



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Also, include a brief explanation of the value your services bring for the proposed cost. Highlight any special features, such as high-quality materials, unique methods that save time or reduce costs, or eco-friendly practices. Proposals that show a thoughtful approach—providing great value while meeting the RFP’s quality and service expectations—will be rated higher.

**f. Staffing and Training Plan**

Describe the qualifications and experience of the personnel who will be assigned to this contract, including certifications or specialized training relevant to janitorial best practices, health and safety, and any other specific skills required by this RFP. Detail your approach to ongoing training and development, covering topics like infection control, safe handling of chemicals, and any other protocols that align with the needs of our facility. Please provide a staffing plan that ensures adequate coverage and continuity of service. The staffing plan will be evaluated based on how well it meets the contract requirements for both quality and reliability.

**g. References**

Provide a minimum of three client references who can attest to your organization’s performance on projects similar in scope and complexity to this contract. For each reference, include the client’s name, position, contact information (phone and email), and a brief description of the services provided.

To help us assess your track record, please include any relevant performance details, such as service quality, reliability, and responsiveness, that demonstrate your ability to consistently meet or exceed client expectations. Positive feedback from references who have engaged you for comparable work will reflect favorably in your evaluation.

References will be evaluated based on their relevance to the services requested in this RFP and the strength of the feedback provided.

*To comply with statutory requirements, the following attachments must be accurately completed and included with your submission.*

- h. Scope of Work (Attachment A-A1) for reference**
- i. Cost Proposal Form (Attachment B) mandatory form**
- j. E-Verify Form (Attachment C) mandatory form**
- k. Certificate Regarding Conflict-of-Interest Form (Attachment D) mandatory form**
- l. Iran Divestment Act Form (Attachment E) mandatory form**
- m. Companies Boycotting Israel Divestment Act Form (Attachment F) mandatory form**



- n. **Non-Collusion Form (Attachment G)** *mandatory form*
- o. **Reference Form (Attachment H)** *mandatory form*
- p. **RFP Response Checklist (Attachment I)** *for reference*

OWASA considers submittal content and completeness to be most important. Elaborate decorative, extraneous, and non-recyclable materials are strongly discouraged. The submittal shall be in printed on 8.5' x 11" paper. The cover sheet shall clearly present the project title, the Proposer's name, and the RFP number. All printing, except for the front cover of the proposal, shall be Times New Roman, 12-point font.

Proposers shall not make changes or revisions to their submissions after the submission deadline.

Proposals are solicited and will be accepted in two separate PDF files via email at [dmoore@owasa.org](mailto:dmoore@owasa.org) until **3:00 p.m. ET on Friday, December 20, 2024**, for the JANITORIAL SERVICES SOLICITATION. Please submit the proposal in one PDF file and the price proposal in a separate PDF file.

*Proposers are advised that late Proposals will not be accepted. It is the proposer's responsibility to ensure the proposal is received on time. We will acknowledge receipt of all proposals. If you do not receive a response within 15 minutes, please assume the proposal was not received and contact [dmoore@owasa.org](mailto:dmoore@owasa.org) or call 919-271-3905. Proposers are strongly encouraged to allow sufficient time for any potential delays via email so that issues can be addressed before the submission deadline.*

## 5 SELECTION PROCESS

A selection committee, composed of OWASA employees, will review and evaluate proposals based on the criteria outlined below. Proposals should address each criterion clearly and concisely, emphasizing relevant qualifications, methodologies, and past performance that demonstrate the proposer's ability to meet the janitorial services requirements. Proposals will be scored according to the following criteria and point allocations:

No.	Criteria
1	Qualifications and Experience (30 points)
2	Technical Approach and Methodology (25 points)
3	Price Proposal (20 points)
4	Staffing and Training Plan (15 points)
5	References (10 points)

**OWASA reserves the right to reject any and all Proposals.**



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## **6 GENERAL PROPOSAL CONDITIONS**

### **6.1 Questions and Addenda**

Any changes to this RFP document will be made by written addenda issued by OWASA. Upon issuance, the addenda will be considered part of the RFP document and will prevail over inconsistent or conflicting provisions contained in earlier versions of the RFP document. Addenda will be available for download from the OWASA website in the same manner as the RFP document. This process will be repeated each time an addendum is posted to the OWASA website.

Proposers shall acknowledge their receipt of all addenda with their submission. As with other required documentation, Proposals that fail to provide a detailed listing of addenda received may be excluded from further consideration for this solicitation.

It is the desire of OWASA to provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, OWASA will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to OWASA only at the pre-proposal meeting. All questions are to be submitted in writing. *Submit written questions via e-mail to the OWASA Procurement Coordinator at [dmoore@owasa.org](mailto:dmoore@owasa.org) by 3:00 pm Eastern Time on December 13, 2024.* Responses to questions will be posted on the OWASA website no later than *3:00 pm Eastern Time on December 16, 2024.* Answers to questions or directives to Submitters regarding the RFP process by any OWASA employee other than Mr. Moore and verbal answers to questions are not binding on OWASA.

### **6.2 Public Proposal Opening**

There will not be a Public Proposal Opening.

### **6.3 Proprietary Information**

Any reservations on the use of data contained in the proposal shall be clearly stated in writing. OWASA will attempt to comply with a Proposer's designation of proprietary/confidential information. However, OWASA may not be able to withhold a record (data, document, etc.) or deny access to a record requested by an individual (the public) when an obligation is imposed upon OWASA under the North Carolina Public Records Act (Act). OWASA's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from disclosure under the Act. Records which the Proposer considers to be trade secrets and privileged or confidential must be identified by the Proposer on each page submitted.

### **6.4 Method of Response**

Responses to this RFP shall be made according to the scope of work and instructions contained herein. Failure to adhere to instructions may be cause for rejection of any Proposal.





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## **6.5 Withdrawal of Proposals**

Any Proposal may be withdrawn any time prior to the stated Proposal date and time (closing time). The withdrawal request must be executed by the Proposer or a duly authorized representative. The withdrawal of the Proposal does not prejudice the right of the Proposer to file a new Proposal prior to the Proposal closing time. No Proposals may be withdrawn after the Proposal deadline date and time.

## **6.6 Acceptance of Terms and Conditions**

Proposers understand and agree that submission of a Proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the Proposal. Any and all parts of the submitted Proposals may become part of any subsequent Agreement between the selected Proposer and OWASA.

## **6.7 False, Incomplete or Unresponsive Statements**

False, incomplete, or unresponsive statements in connection with a Proposal may be sufficient cause for rejection of the Proposal. The evaluation and determination of the fulfillment of the above requirement will be OWASA'S responsibility and its judgment shall be final.

## **6.8 Clear and Concise Submission**

Proposals shall provide a straightforward, concise delineation of the Proposer's capability to satisfy the requirements of the RFP. Each Proposal shall be submitted in the requested format and provide all required information. Each Proposal shall be signed in ink by a duly authorized officer of the company.

## **6.9 Prime Proposer's Responsibilities**

The selected Proposer will be required to assume responsibility for all requested deliverables as indicated in Attachment A-Scope of work regardless of who produces them. Further, OWASA will consider the selected Prime Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

## **6.10 Minority Business Participation**

OWASA is committed to fostering an inclusive and equitable environment in its contracting processes by providing minority-owned businesses with equal opportunities to participate in all aspects of its contract activities. This policy reflects OWASA's dedication to diversity, ensuring that minority businesses have fair access to contract opportunities and can contribute meaningfully to projects and services. By actively supporting minority business inclusion, OWASA aims to promote a competitive and diverse marketplace that benefits the organization and the broader community it serves.



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## **6.11 Insurance**

During the performance of the Contract, Proposer shall maintain the minimum levels of insurance shown below and provide certificates of such coverage to Owner prior to performance. All policies must provide ten (10) days advance written notice to Owner in the event of cancellation, expiration, or alteration.

**6.11.1 Excess/Umbrella Liability Insurance**, with a limit of \$4,000,000.

**6.11.2 General Liability Insurance**, with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate.

**6.11.3 General Liability Property Damage Liability**, with a limit of \$1,000,000 for each occurrence.

**6.11.4 Automobile Liability Insurance**, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

**6.11.5 Workers' Compensation Insurance** in accordance with statutory requirements and Employers' Liability Insurance, with a limit of \$1,000,000 for each occurrence.

## **6.12 Contract Term and Extension**

The term of this Agreement shall be for three (3) years commencing on the Effective Date, with the option for OWASA to extend for two (2) additional one (1) year periods upon written notice at least 15 days prior to the end of the current term. Failure to exercise these options will result in the Agreement's termination at the end of the then-current term.

### **6.12.1 Price Escalation**

The contract allows for a fixed annual price adjustment of 3% to account for inflation and rising operational costs over the term of the agreement. This adjustment will be automatically applied at the start of each contract year and is intended to ensure fair compensation for services rendered while maintaining budget predictability. No additional documentation is required for this adjustment, as it is a predetermined fixed rate..

## **7 PROTEST PROCEDURES**

### **7.1 Protests Received Prior to Receipt of Proposals**

Protests concerning the procedures of this solicitation must be submitted in writing to the OWASA Director of Finance not later than five (5) working days prior to the date set for the receipt of Proposals. Upon receipt of a protest, the Director of Finance may, at his/her discretion, extend or postpone the deadline for receipt of Proposals. The Director of Finance will answer the protest in writing not later than three (3) working days prior to the deadline date for receipt of Proposals.



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## **7.2 Selection Protests**

Following this announcement, a Proposer may file a protest regarding the recommendation. A protest of the recommendation must be in writing and must be received by the OWASA Director of Finance not later than five (5) working days after the OWASA Announcement of Notice of Intent to Award Contract. OWASA will consider all protests regarding the recommended Proposer prior to executing the contract.

## **7.3 Filing Procedures**

Any and all protests filed with the OWASA shall:

1. Include the name and address of the protester.
2. Identify the procurement.
3. Contain a statement of the legal and factual grounds for the protest and any supporting documentation. The grounds for the protest must be fully supported.
4. Indicate the ruling or relief desired from OWASA.

Protests shall be filed with the OWASA Director of Finance, via personal delivery or courier to 400 Jones Ferry Road Carrboro, NC 27510; The Director of Finance will respond in detail to each substantive issue raised in the protest. With regard to a properly filed protest, OWASA's determination will be final.

## **8 COSTS AND DAMAGES**

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. OWASA will not be liable for damages to the Proposer filing the protest or to any participant in the protest, on any basis, expressed or implied.

# **Attachment A**

## **Scope of Work**

### **Janitorial Services**

The awarded contractor shall be responsible for delivering all materials, equipment, transportation, machinery, supplies, tools, incidentals, labor, and supervision required to perform comprehensive janitorial services for designated OWASA buildings, unless otherwise noted. This responsibility includes maintaining high standards of cleanliness throughout OWASA facilities, using supplies that meet commercial-grade quality standards, are environmentally friendly whenever feasible, and are specifically suited to the tasks outlined in this contract. Under no circumstances shall the contractor employ materials deemed unsuitable by OWASA or harmful to surfaces within OWASA facilities.

#### **Service Schedule and Locations**

Janitorial services shall be conducted nightly, Monday through Friday after 5:00 pm, at the following OWASA locations:

- **Administration Building**  
400 Jones Ferry Road, Carrboro, NC 27510
- **Water Treatment Plant**  
400 Jones Ferry Road, Carrboro, NC 27510
- **Operations Center**  
400 Jones Ferry Road, Carrboro, NC 27510
- **Wastewater Treatment Plant**  
170 Old Mason Farm Road, Chapel Hill, NC 27514

#### **Required Services**

The contractor will perform a range of cleaning services, including but not limited to:

- Cleaning, dusting, mopping, vacuuming, disinfecting, and deodorizing all designated spaces within OWASA facilities.

#### **Supplies and Materials**

- **OWASA-Provided Supplies:** Disposable paper supplies, such as paper towels and toilet paper, along with soaps, deodorizers, and trash can liners, shall be provided by OWASA.
- **Contractor-Provided Supplies:** All other necessary supplies, including cleaning agents, window cleaners, detergents, floor cleaners, and disinfectants, shall be provided by the contractor. All products used must be of reputable, commercially recognized quality and suitable for professional use. Substandard or unacceptable products will not be permitted.

All materials and equipment used on the job site shall be OSHA approved and all cleaning chemicals must have SDS Sheets visibly posted in the janitors' closets.

### **Equipment and Tools**

The contractor shall supply all tools and equipment necessary to fulfill the scope of work, including but not limited to brooms, dustpans, mops, buckets, gloves, cloths, sponges, squeegees, scrapers, and ladders. Additionally, all essential powered equipment, such as floor scrubbers, polishers, and industrial-grade vacuums, must be provided. Equipment shall be of appropriate size and type to effectively carry out commercial janitorial services and must be kept in safe, operational condition. Equipment failure will not constitute grounds for service disruption.

Ownership of all equipment, tools, and supplies provided by the contractor remains with the contractor and must be promptly removed from OWASA premises upon contract termination.

### **Facility Provisions and Storage**

OWASA will supply necessary water and electricity to facilitate the contractor's services. Designated storage closets will be provided in each building, and these areas are to be maintained in a clean, organized manner. Cleaning products and supplies must be stored exclusively in these designated areas, and under no circumstances should they be left in offices or common areas. Any flammable materials must be stored in designated cabinets designed for such items.

This scope of services outlines the contractor's responsibility to ensure OWASA's buildings are maintained in excellent condition, reinforcing high standards of cleanliness and operational efficiency. Compliance with these guidelines is crucial to fulfill the obligations of this contract.

### **Key Deposit**

The CONTRACTOR shall be held responsible for any lost keys, card keys, or associated damages, such as the re-keying of the entire facility. The cost of these damages will be withheld from payment(s) as necessary.

### **Security Requirement**

The CONTRACTOR must submit, in writing to OWASA, a list of all employees assigned to access the building under this contract. This list, to be submitted 48 hours prior to the contract start, shall include each employee's full name, date of birth, and social security number. Additionally, the CONTRACTOR certifies compliance with OSHA requirements regarding bloodborne pathogen training and safety practices.

## **Mandatory Qualifications for Contractor Personnel**

All personnel employed by the CONTRACTOR must be capable, trained, and qualified in custodial work. They are to receive close and continuous first-line supervision by the CONTRACTOR. All employees assigned to OWASA facilities must be bondable and a minimum of sixteen years old.

## **Uniforms**

Custodial personnel are required to wear uniforms and/or photo identification cards at all times while on OWASA property. This identification shall clearly mark them as CONTRACTOR employees, ensuring easy identification from the moment they enter OWASA facilities.

## **Contractor Quality Control Program (QCP)**

The CONTRACTOR shall establish a Quality Control Program to ensure compliance with contract requirements. This program must provide a systematic approach to identifying and correcting service deficiencies before performance falls below acceptable standards. An initial walkthrough of each site will include the CONTRACTOR's Operations Manager, who will orient the cleaning supervisor on the scope and expectations. The QCP shall include regular inspections specific to each facility, covering all tasks as defined by the agreement. A detailed checklist, titled the "Communications Follow-Up Log," will be used for each inspection. This log must be signed and dated upon inspection completion, and the inspector must not be the same individual who performed the cleaning work. Documentation of inspections, corrective actions, and preventive measures will be made available to OWASA upon request.

Should performance be deemed unsatisfactory, OWASA will initiate communication with the CONTRACTOR, who will be required to respond in writing within 24 hours. The response must outline the reasons for the deficiency, proposed corrective actions, and preventive steps. A failure to implement the approved corrective plan may result in default of the contract.

## **Unauthorized Personnel**

Only authorized CONTRACTOR employees are permitted in the work areas. Acquaintances, family members, assistants, or any unauthorized individuals are strictly prohibited from accompanying employees in OWASA facilities. Non-compliance with this policy will result in immediate termination of the contract, with full responsibility on the CONTRACTOR to enforce this rule.

## **Unauthorized Use of OWASA Equipment**

CONTRACTOR employees are prohibited from accessing desk drawers, cabinets, and office equipment, including non-pay telephones, except for emergency local calls. Strict adherence to this rule is required at all times.

## **Emergency Telephone Numbers**

The CONTRACTOR shall provide OWASA with a reliable emergency contact number that can be used during both normal and after-hours operations.

## **Smoking Policy**

Smoking is strictly prohibited within OWASA facilities at all times.

## **Security of OWASA Facilities**

Upon completion of their duties, the CONTRACTOR's employees shall ensure all exterior and interior office doors and windows are securely locked. If cleaning occurs on weekends, the designated OWASA representative shall be informed to secure the premises accordingly. All non-security lighting will be turned off as part of the CONTRACTOR's nightly checklist, "The Third Pass," to confirm building security.

## **Supplies and Equipment**

OWASA will provide consumables for each building, including toilet paper, paper towels, trash liners, and hand soap. The CONTRACTOR will ensure supplies are consistently stocked and will notify designated OWASA personnel when reorder is necessary. The CONTRACTOR is responsible for providing all additional cleaning supplies and equipment required to meet the performance standards outlined in this contract.

## **Compliance with Environmental and Sustainability Practices**

The CONTRACTOR is encouraged to use environmentally friendly and sustainable products and practices where feasible, minimizing environmental impact through eco-friendly cleaning products, water conservation, and energy efficiency.

## **Task and Frequency Table**

All specified janitorial services shall be carried out according to the Task and Frequency Table (Attachment A1), which outlines the minimum required frequencies and specific tasks for each OWASA facility. The CONTRACTOR is required to adhere to these schedules to maintain consistency and meet OWASA's standards of cleanliness and facility upkeep.

**Attachment A1**

**Task and Frequency Table**



# Administration

**Location: 400 Jones Ferry Road Carrboro, NC 27510**

<b>Interior Admin Building (1st Floor )</b>		<b>FREQUENCY</b>
Empty trash		Daily
Clean restrooms/locker rooms		Daily
Sweep/Wet mop restrooms/locker rooms		Daily
Sweep/Mop all vinyl floors		Daily
Clean breakroom kitchen and HR nook		Daily
Vacuum carpeted areas		Daily
Clean elevator doors & mop inside		Daily
Community Room - clean tables, dust, mop		Daily
Empty recycling		2 days per week
Clean interior windows		Weekly
Dust furniture		Weekly
Clean glass doors and wall enclosures		Weekly
Buff floors		Monthly
Stairwell by elevator-Sweep, dust & remove cobwebs, wipe hand rails and ledges		Weekly, as needed
Stairwell by HR-Sweep, dust & remove cobwebs, wipe hand rails and ledges		Weekly, as needed
Strip/wax vinyl areas		Quarterly
Shampoo all carpeted areas		2 times a year
<b>Exterior Admin Building (1st Floor)</b>		<b>FREQUENCY</b>
Empty trash cans		Daily
Clean mats		Daily
Clean glass doors		Weekly
<b>Interior Admin Building (2nd Floor )</b>		<b>FREQUENCY</b>
Empty trash		Daily
Clean restrooms		Daily
Sweep/wet mop restrooms		Daily
Sweep/Mop all vinyl floors		Daily
Clean entire Boardroom & kitchenette		Daily
Clean entire kitchen & all nooks (Customer Service, Engineering and Finance)		Daily
Vacuum carpeted areas		Daily
Clean elevator doors & mop inside		Daily
Empty Recycling		2 days per week
Dust Furniture		Weekly
Clean interior windows		Weekly
Clean glass doors and wall enclosures		Weekly
Buff floors		Monthly
Stairwell by elevator-Sweep, dust & remove cobwebs		Weekly, as needed
Stairwell by Finance-Sweep, dust & remove cobwebs		Weekly, as needed
Strip/Wax vinyl areas		Quarterly
Sweep all stairwells, dust & remove cobwebs		Monthly
Strip/Wax vinyl areas		Quarterly
Shampoo all carpeted areas		2 times a year
<b>Exterior Admin Building (2nd Floor )</b>		<b>FREQUENCY</b>
Empty trash cans, including gazebo		Daily
Clean mats		Daily
Clean glass doors		Weekly

**First and Second Floor – On the 2nd Thursday of each month, please schedule the Administration Building to be cleaned last.**

# Operations

**Location: 400 Jones Ferry Road Carrboro, NC 27510**

<b>Operations 1st and 2nd Floor</b>	<b>FREQUENCY</b>
Empty trash	Daily
Clean restrooms/locker rooms	Daily
Sweep/wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/dust mop	Daily
Clean elevator doors & vacuum inside	Daily
Clean entire breakroom	Daily
Clean counter tops	Daily
Clean kitchen area	Daily
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and wall	Daily
Empty recycling	2 days per week
Stairwell #1- sweep,dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Clean and dust furniture & flat services	Weekly
Clean interior windows and dust blinds	Weekly
Buff floors	Monthly
Strip/wax vinyl areas	Quarterly
Shampoo all carpeted areas	2 times per year
<b>Exterior Operations 1st and 2nd floor</b>	<b>FREQUENCY</b>
Clean exterior windows at entryway doors	Weekly
Stairwell #2- sweep,dust and remove cobwebs,wipe hand rails and ledges	Weekly, as needed
<b>Operations Warehouse</b>	<b>FREQUENCY</b>
Empty trash in office	Daily
Sweep/Wet mop restrooms/offices	Daily
Clean restrooms	Daily
Clean office windows and dust blinds	Weekly
Strip/wax vinyl areas	Quarterly
<b>Operations Vehicle Maintenance Shop</b>	<b>FREQUENCY</b>
Empty trash in office and Meter Shop	Daily
Sweep/wet mop restrooms/offices	Daily
Clean kitchenette area	Daily
Clean restrooms	Daily
Strip/wax vinyl areas	Quarterly

<b>Water Treatment Plant (WTP)</b>	
<b>Location: 400 Jones Ferry Road Carrboro, NC 27510</b>	
<b>WTP Admin Main Building (2nd Floor)</b>	<b>FREQUENCY</b>
Empty trash	Daily
Clean restrooms/locker rooms	Daily
Sweep/wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/dust Mop	Daily
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and windows at main entrance and filter gallery entrance	Daily
Clean interior windows and screens	Weekly
Primary stairwell next to elevator-sweep, dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Clean and dust furniture & flat services	Weekly
Empty recycling	2 days per week
Buff floors	Monthly
Strip/wax vinyl areas	Quarterly
Shampoo all carpeted areas	Annually
<b>Operator Area (2nd Floor)</b>	<b>FREQUENCY</b>
Empty trash	Daily
Mop entire floor	Daily
Sweep/dust Mop	Daily
Sweep/wet mop	Daily
Clean interior windows and screens in operator area and filter gallery	Weekly
Buff floors	Monthly
Sweep and mop staircase from filter gallery to pipe gallery in corridor	Monthly
Strip/wax vinyl areas	Quarterly
<b>Counter tops in Operator area -DO NOT CLEAN</b>	<b>None</b>
<b>Exterior WTP Admin/Operator Main Building (2nd Floor)</b>	<b>FREQUENCY</b>
Clean exterior windows at entryway doors	Weekly
Clean Mats	Weekly
<b>WTP (1st Floor)</b>	<b>FREQUENCY</b>
Empty trash	Daily
Clean restrooms/Locker rooms	Daily
Sweep/Wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/Dust Mop	Daily
Clean entire breakroom	Daily
Clean counter tops	Daily
Clean kitchen area	Daily
Sweep/wet mop	Daily
Clean glass doors and wall	Daily
Primary stairwell next to elevator-sweep, dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Clean interior windows and screens	Weekly
Clean and dust furniture & flat services	Weekly
Buff floors	Monthly
Shampoo all carpeted areas	Annually
<b>Maintenance Workshop-Do Not Clean</b>	<b>None</b>
<b>Pipe Gallery-Do Not Clean</b>	<b>None</b>
<b>WTP Laboratory- (3rd Floor)</b>	<b>FREQUENCY</b>
Empty trash	Daily
Clean restrooms	Daily
Sweep/Wet mop restrooms	Daily
Mop entire floor	Daily
Sweep/Dust Mop	Daily
<b>Counter tops-DO NOT CLEAN</b>	<b>None</b>
<b>Kitchen area-DO NOT CLEAN</b>	<b>None</b>
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and widows	Daily
Empty recycling	2 days per week
Clean and dust furniture & flat services	Weekly
Primary stairwell next to elevator-sweep, dust and remove cobwebs, wipe hand rails and ledges	Weekly, as needed
Buff floors	Monthly
Shampoo all carpeted areas	Annually
Strip/wax vinyl areas	Quarterly
<b>GC Room-Do NOT CLEAN or ENTER</b>	<b>None</b>

## Waste Water Treatment Plant (WWTP)

**Location: 170 Old Mason Farm Road Chapel Hill, NC 27514**

<b>WWTP Admin Area</b>	<b>FREQUENCY</b>
Empty trash	Daily
Clean restrooms/locker rooms	Daily
Sweep/wet mop restrooms/locker rooms	Daily
Mop entire floor	Daily
Sweep/dust mop	Daily
Clean entire breakroom	Daily
Clean counter tops	Daily
Clean kitchen area	Daily
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and wall	Daily
Empty recycling	2 days per week
Clean and dust furniture & flat services	Weekly
Clean interior windows	Weekly
Buff floors	Monthly
Strip/Wax vinyl areas	Annually
Shampoo all carpeted areas	Annually
<b>WWTP Laboratory</b>	<b>FREQUENCY</b>
Empty trash	Daily
Sweep/Wet mop restrooms	Daily
Mop entire floor	Daily
Sweep/dust mop	Daily
<b>Counter tops-DO NOT CLEAN</b>	<b>None</b>
Sweep/wet mop	Daily
Vacuum	Daily
Clean glass doors and wall	Daily
Empty recycling	2 days per week
Clean and dust furniture & flat services in office	Weekly
Buff floors	Monthly
Strip/Wax	Annually
Shampoo all carpeted area in office	Annually
<b>WWTP Maintenance Shop Office</b>	<b>FREQUENCY</b>
Empty trash	Daily
Sweep/dust mop	Daily
Mop entire floor	Daily
<b>Exterior WWTP</b>	<b>FREQUENCY</b>
Clean exterior entryway doors	Weekly



To: Orange Water and Sewer Authority  
 400 Jones Ferry Road  
 Carrboro, NC 27510

The undersigned, as the Proposer, hereby declares that this Cost Proposal is made without connection to any other person, company, or parties making a similar Cost Proposal and that the Cost Proposal is in all respects fair and in good faith, without collusion or fraud.

The Proposer has carefully examined the scope of work and instructions to Proposer and hereby declares that Proposer will furnish all services called for in the manner prescribed in the scope of work and instructions to Proposers for the following price:

<b>Price Model for Janitorial Services</b>			
<b>Service Category</b>	<b>Frequency</b>	<b>Monthly Lump Sum Fee</b>	<b>Additional Notes</b>
<b>General Janitorial Services</b>	See Attachment A1	\$	Lump sum includes all routine services such as cleaning, dusting, mopping, vacuuming, disinfecting, deodorizing, trash and recycling removal, restroom cleaning, and basic floor maintenance for all designated OWASA facilities.
<b>Separate Cost for Additional Services</b>			
<b>Service Type</b>	<b>Frequency</b>	<b>Per Job Price</b>	<b>Additional Notes</b>
<b>Strip &amp; Wax (Vinyl Tile Floors)</b>	See Attachment A1	\$	Strip and wax all vinyl tile floors across the four locations, applying three coats of sealer/finish.
<b>Strip &amp; Wax (Stone and Cement Floors)</b>	See Attachment A1	\$	Strip and wax all stone and cement floors across the four locations, applying three coats of sealer/finish.
<b>Machine Clean (Carpeted Areas)</b>	See Attachment A1	\$	Machine clean all carpeted areas across the four locations.
<b>Machine Scrub (Ceramic Tile Floors)</b>	See Attachment A1	\$	Machine scrub all ceramic tile floors across all four locations.
<b>One-Time or Additional Charges</b>			
<b>Service Type</b>	<b>Frequency</b>	<b>Cost</b>	<b>Additional Notes</b>
<b>Deep Clean</b>	As Needed	\$X	Deep cleaning in all areas as requested
<b>Emergency Cleaning Services</b>	As Needed	\$X/hour	Available for urgent or after-hours requests. Include hourly rate and minimum call-out fee, if applicable.

---

Name of Business Submitting Proposal

---

Signature of Authorized Representative/Title

---

Print Name

---

Address

---

Email Address of Representative



Attachment B

Orange Water and Sewer Authority
Finance Department
400 Jones Ferry Road
Carrboro, NC 27510
ap@owasa.org

Name (as reported on your income tax return) \_\_\_\_\_

Business Name \_\_\_\_\_ Federal ID# \_\_\_\_\_ or SS# \_\_\_\_\_

Check one of the following:

\_\_\_ Corporation \_\_\_ Sole Proprietorship \_\_\_ Partnership \_\_\_ Other \_\_\_\_\_

Order Address

Payment Address

Street \_\_\_\_\_

Street \_\_\_\_\_

PO Box \_\_\_\_\_

PO Box \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

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

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

Terms \_\_\_\_\_

Discount \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Are you related to or have a professional relationship with any OWASA employee? \_\_\_ Yes \_\_\_ No
(If you answered yes, the Relationship Vendor Form should be completed and included with this bid)

Are you a minority business enterprise? \_\_\_ Yes \_\_\_ No

If you answered yes, please check the appropriate box:

\_\_\_ African-American \_\_\_ Hispanic

\_\_\_ American Indian \_\_\_ Female

\_\_\_ Asian American

\_\_\_ Socially and economically disadvantaged as defined in 15 U.S.C. 637

Product(s) and/or Service(s)

Please list the type product(s) and/or service(s) that your company can provide:

Three horizontal lines for listing products and services.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



Orange Water and Sewer Authority  
Finance Department  
400 Jones Ferry Road  
Carrboro, NC 27510

**Relationship Vendor Form**

If you are related to or have a professional relationship with any employee of Orange Water and Sewer Authority, this form must be completed and included with this bid.

Vendor Information:

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

Address: \_\_\_\_\_

Related OWASA employee: \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

**We agree that our relationship will not hinder or corrupt our professional relationship with Orange Water & Sewer Authority.**

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWASA Employee Signature

\_\_\_\_\_  
Date

**Orange Water and Sewer Authority is aware and understands these parties have a relationship with each other. The decision to authorize the use of this vendor was not influenced in any manner by the relationship referenced above.**

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date



**E-VERIFY AFFIDAVIT**

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of  
\_\_\_\_\_ (the entity identified as the "Employer") after first being duly sworn

hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes.
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes.
3. Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer for specified contracts subject to E-Verify entered into with the Orange Water and Sewer Authority.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_

Notary Public

(Affix Official/Notarial Seal)

Name of Counterparty: \_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT D**



**CERTIFICATION REGARDING CONFLICT OF INTEREST**

The Submitter is required to certify that performance of the work will not create any conflicts of interest or disclose any actual or potential conflicts of interest by completing and signing one of the following statements:

---

All Vendors should be aware of OWASA’S Code of Ethics, which prohibits OWASA Employees and Board Members from having certain relationships with persons or entities conducting (or proposing to conduct) business with OWASA and which prohibits the acceptance of gifts from Vendors. If the Vendor has an actual or potential conflict, the Vendor shall disclose any Conflict of Interest that may exist.

Conflicts of Interest (Potential or actual) will be evaluated by OWASA’S General Counsel to determine the proper course of action. Failure to comply with the provisions established above may render the vendor ineligible to participate in OWASA’S procurement process.

The Submitter hereby discloses no conflicts of interest.

DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBMITTER/COMPANY NAME: \_\_\_\_\_

**OR**

---

The Submitter hereby discloses the following circumstances that could give rise to a conflict of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations. (Attach additional sheets as needed.)

## ATTACHMENT D

Name of the Individual/Company to which potential conflict of interest might apply:

Nature of potential conflict of interest:

Proposed Remedy:

DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBMITTER/COMPANY NAME: \_\_\_\_\_

## ATTACHMENT E

RFP Number (if applicable): \_\_\_\_\_

Name of Vendor or Bidder: \_\_\_\_\_  
\_\_\_\_\_

### **IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a)**

---

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

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

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

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

*Notes to persons signing this form:*

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

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

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

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

# Attachment F

## Companies Boycotting Israel Divestment Act Certification Form

RFP/RFQ Number (if applicable): \_\_\_\_\_

Name of Contracting Party or Bidder: \_\_\_\_\_  
\_\_\_\_\_

### **COMPANIES BOYCOTTING ISRAEL DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. §147-86.81et seq. \***

Pursuant to N.C.G.S. §147-86.81, any person identified as engaging in a boycott of Israel, as defined by this Act. In addition, State agencies must divest from investments in such restricted companies, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.81, is ineligible to contract with the State of North Carolina or any political subdivision of the State.

As of the date listed below, the supplier or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. §147-86.81.

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

---

Signature

Date

---

Printed Name

Title

N.C.G.S. §147-86.81 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

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

N.C.G.S. § 147-86.81(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Divestment-Acts-Resources.aspx> and will be updated every 180 days.

\* Note: Enacted by Session Law 2017-193 as N.C.G.S. §147-86.81et seq.

Attachment G



**NON-COLLUSION AFFIDAVIT**

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion affidavit, the Contractor certifies, under penalty of perjury according to North Carolina law, their compliance with non-collusion standards. This affidavit affirms the Contractor's adherence to the required non-collusion guidelines without any exceptions.

**SIGNATURE OF PREQUALIFIED BIDDER**

Name of Prequalified Bidder \_\_\_\_\_  
Print or type name

Address as Prequalified \_\_\_\_\_

Signature of Prequalified Bidder \_\_\_\_\_  
Print or type Signer's Name

Signature of Witness \_\_\_\_\_  
Print or type Signer's name

**AFFIDAVIT MUST BE NOTARIZED**

Subscribed and sworn to before me this the  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature of Notary Public  
of \_\_\_\_\_ County  
State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTARY SEAL**

**ATTACHMENT H**

(BIDDER TO COMPLETE AND RETURN WITH BID)

List Three (3) References from chemical facilities previously supplied

**REFERENCE NO. 1 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 2 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 3 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 4 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 5 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

# ATTACHMENT- I

## RFP RESPONSE CHECKLIST



# Proposer Response Checklist

ALL FORMS AND REQUIRED INFORMATION BELOW MUST BE COMPLETED AND INCLUDED WHEN YOU SUBMIT YOUR BID PACKAGE:

## Proposer Attachments

The Proposer must complete the following table identifying all the other documents that are being attached as part of the RFP response.

**Table 1 Vendor Attachment Checklist**

Item #	Attachment Name	Attachment Provided?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1	Scope of Work (Attachment A-A1) <i>For Reference</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Cost Proposal Form (Attachment B) <i>Mandatory Form</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	E-Verify Form (Attachment C) <i>Mandatory Form</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	Certificate Regarding Conflict-of-Interest Form (Attachment D) <i>Mandatory Form</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	Iran Divestment Act Form (Attachment E) <i>Mandatory Form</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	Companies Boycotting Israel Divestment Act Form (Attachment F) <i>Mandatory Form</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	Non-Collusion Form (Attachment G) <i>Mandatory Form</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	Reference Form (Attachment H) <i>Mandatory Form</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	Response Checklist (Attachment I) <i>For Reference</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>