

**Union County
Government**

EST. 1842

Vendor Training & Outreach Workshop

Presented by:

**Union County
Procurement Department**

April 15, 2021





Welcome

Michelle Lancaster
Deputy County Manager



Union County Procurement Team



Cheryl Wright, CPPO, CLGPO
**Director of Procurement &
Contract Management**



Vicky Watts, CLGPO
Senior Procurement Specialist



Corey Brooks
Procurement Specialist



Ava Strawn
Procurement Specialist



AGENDA

- 1 Workshop Purpose
- 2 Overview of Bid Methods
- 3 Preparing an Invitation for Bid
- 4 Question/Answer Session
- 5 Vendor Registration
- 6 Overview of Facilities & Projects
- 7 County Project Overview
- 8 Question/Answer Session
- 9 Final Remarks

Workshop Purpose

- Pro-actively seek out vendors to offer increased opportunity to bid on purchases for the County.
- Offer training and information to vendors through the Union County Procurement Department.
- Fully comply with the requirements of the North Carolina State Statues and the Union County Procurement Policy
- Workshop **does not** make promises of business, but trains, educates and informs.



Competitive

Bid/Solicitation

Procurement Methods



Procurement Methods

- **IFB - Invitation for Bid**: Competitive Sealed Bid, awarded to lowest **responsive & responsible** bidder. Applies to the purchase of goods (i.e., Equipment, Vehicles, Office Supplies, etc...) and Construction and Repair projects.
- **RFP - Request for Proposals**: Competitive Sealed Proposal, awarded to offeror with best solution through an evaluation; price is not the greatest factor. Applies to the purchase of services (i.e., Janitorial, Audit, Consulting services...non A/E/S)
- **RFQ - Request for Qualifications**: List of accomplishments/experience that proves a company suitable/qualified; used to secure Architect, Engineer, and Surveyor (A/E/S) services; no cost or pricing information provided.
- **RFI – Request for Information**: No award made. This is used as an information gathering process to help determine internal need.

Preparing an Invitation for Bid (IFB)



- 3 Formats – Procurement Prepared, EJCDC, and AIA Prepared Solicitations;
- Today – Review a Procurement Prepared IFB;
- Remember: All of the Procurement IFBs will not be exactly the same, there may be different requirements;
- Read all of the instructions and explanations to ensure that you understand the County's requirements;
- Be aware that information critical to your bid may be scattered among many sections of the IFB.

Cover Page

- This is a current bid.
- Take Note of Date, Time, Location
- Non-Mandatory Pre-Bid Conference and Site-Visit (Date, Time, Location)
- Procurement Contact



Invitation for Bid No. 2021-069 Sixth Floor Finance Renovation

Due Date: May 4, 2021
Time: 2:00 PM EST
Submittal Location: Union County Government Center
Procurement Department
500 N. Main Street, Suite 709
Monroe, NC 28112

Non-Mandatory Pre-Bid Conference and Site-Visit

Date: April 19, 2021
Time: 10:00 AM EST
Location: Union County Government Center
500 N. Main Street, Suite 619
Monroe, NC 28112

Procurement Contact

Vicky Watts, CLGPO
Senior Procurement Specialist
704.283.3601
vicky.watts@unioncountync.gov

Advertisement

- Sealed Bid
- When?
- LATE BIDS ARE NOT ACCEPTED.
- Where?
- Notification of Non-Mandatory Pre-Bid Conference and Site Visit
- The advertisement will also show where the documents can be downloaded.
- Question Deadline
- What is required? A GC License, compliance with non-collusion requirements, the County's right to reject and Minority Outreach.

NOTICE OF ADVERTISEMENT

**Union County, North Carolina
IFB No. 2021-069
Sixth Floor Finance Renovation**

Sealed bids for Sixth Floor Finance Renovation will be received by the Union County Procurement Department until Tuesday, May 4, 2021 at 2:00 PM EST at the Union County Government Center, 500 North Main Street, Suite 600, Monroe, NC 28112. There will not be a public bid opening. **Late bids will not be accepted.**

A Non-Mandatory Pre-Bid Conference and Site Visit will be held on **April 19, 2021 at 10:00 AM EST** at the Union County Government Center, 500 N. Main Street, Monroe, NC. Representatives from Union County Facilities will be on-hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged.

Union County, North Carolina, through the Facilities Department, is soliciting bids from experienced and qualified licensed contractors to provide demolition and construction for a small office area in the Union County Government Center.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Bid Documents from the Union County Website www.unioncountync.gov (Procurement Page, Current Bids).
2. Download the Bid Documents from the State of North Carolina IPS Website www.ips.state.nc.us (Bid by Departments, search County of Union).

All questions about the meaning or intent of the Bidding Documents are to be submitted in writing to the Procurement contact person listed on the cover page (vicky.watts@unioncountync.gov). Deadline for questions is **April 21, 2021 at 2:00 PM EST.**

Bidders must have a license to do work as a general contractor in the State of North Carolina, as set forth under Article 1 of Chapter 87 of the North Carolina General Statutes. The Contractor's North Carolina License number shall be provided.

Bidders are required to comply with the non-collusion requirements set forth in the Bidding Documents.

The County reserves the right to reject any and/or all bids, including, without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The County also reserves the right to waive informalities.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

End of Advertisement

Bid Submission

- Deadline
- Delivery Requirements
- Bid submittal Package

1 BID SUBMISSION

1.1 BID SUBMISSION DEADLINE

Sealed bids are to be received by the Union County Procurement Department by **Tuesday, May 4, 2021 at 2:00 PM EST** at the specified location below. Any bids received after this date and time shall be rejected without exception. There will not be a public bid opening.

1.2 BID DELIVERY REQUIREMENTS

All Bids must be in a sealed box or opaque envelope plainly marked as follows:

[Name of Contractor Submitting Bid]
IFB No. 2021-069
Sixth Floor Finance Renovation
Attention: Vicky Watts

Your company name and the solicitation number **must be visible on the delivery box/envelope.** Ship, Mail, or Hand Deliver to the following address:

Union County Government Center
Procurement Department
500 North Main Street, Suite 709
Monroe, NC 28112
Attention: Vicky Watts

Electronic (email) or facsimile submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse firms for any expenses incurred in preparing Bids in response to this request.

Union County reserves the right to reject any or all Bids, to waive technicalities and to make such selection deemed in its best interest. With limited response, Union County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement.

1.3 BID SUBMITTAL PACKAGE

The bid submittal package **must** include:

1. Appendix A – Price Form (**signed**)
2. Appendix B – Bid Submission Form (**signed**)
3. Appendix C – Addendum and Anti-Collusion Form (**signed**)
4. Appendix D – References
5. Subcontractor List
6. Evidence to do Business in North Carolina
7. General Contractor's License

Bid Submission

- Non-Mandatory Pre-Bid Conference and Site Visit
- Bid Questions
- Bid Addendum

NON-MANDATORY PRE-BID CONFERENCE AND SITE VISIT

A Non-Mandatory Pre-Bid Conference and Site Visit will be held on **Monday, April 19, 2021 at 10:00 AM EST** at the Union County Government Center, 500 N. Main Street, Monroe, NC, Suite 619. Representatives from Union County Facilities will be on-hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged. Individual site visits will not be offered.

BID QUESTIONS

Bid questions will be due on or before **Wednesday, April 21, 2021 at 2:00 PM EST**. The primary purpose of this is to provide participating Contractors with the opportunity to ask questions, in writing, related to the IFB.

Submit questions by email to Vicky Watts at vicky.watts@unioncountync.gov by the deadline shown above. (Do not send questions in a graph or Excel sheet format.) The email subject line should be identified as follow: IFB 2021-069 Sixth Floor Finance Renovation Questions. All questions and answers may be posted as addenda on www.unioncountync.gov and www.ips.state.nc.us.

BID ADDENDUM

Union County may modify the IFB prior to the date fixed for submission of Bids by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this IFB or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix C – Addendum and Anti-Collusion Form.

Instructions

- Communications
- Bidders Acknowledgment
- Duplicate Bids
- Bid Signatures
- Bidders Responsibilities

1 INSTRUCTIONS

1.1 COMMUNICATIONS

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to the Invitation for Bid (IFB) must be made only through the Procurement Contact noted on the cover of this IFB. A violation of this provision is cause for the County to reject a Company's bid. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

1.2 BIDDERS ACKNOWLEDMENT

The Bid will remain subject to acceptance for 120 days after the Bid Opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

1.3 DUPLICATE BIDS

No more than one (1) bid from any Bidder will be considered by the County. In the event multiple bids are submitted in violation of this provision, the County will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.

1.4 BID SIGNATURES

An authorized company official must sign Bids. Each signature represents a binding commitment upon the Bidder to provide the goods and/or services offered to the County if the Bidder is determined to be the lowest responsive, responsible Bidder.

1.5 BIDDERS RESPONSIBILITIES

The Bidder must be capable, either as a firm or a team, of providing all services as described under Section 6 – Scope of Work. Exclusion of any service for this Bid may serve as cause for rejection.

The successful Offeror will be responsible for all work in this solicitation whether they are provided or performed by the successful Bidder or subcontractor(s). Further, the County will consider the successful Bidder to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the cost of any contract.

End of Instructions

Scope of Work and/or Specifications

- IFB's can have just a Scope of Work, just a Specification, or it can be a combination of a Scope of Work and Specification.
- Read carefully.
- In this case it is a Scope of Work only.
- You will notice references to Appendices E, F, G, and H. These are located at the end of the bid document.

1 SCOPE OF WORK

Union County is seeking general contractors to perform demolition and construction for a small office area on the sixth floor of the Union County Government Center at 500 North Main St., Monroe, NC 28112. This work will require the demolition of an existing wall and the construction of a new wall to create a new office. Electrical work will be included to allow for 2x4 light fixture modifications, light switch relocations, fire strobe relocations as well as data and electrical outlet location changes. HVAC work will be required to relocate diffusers to match the new ceiling layout as well as to provide a new sound elbow with a new return/transfer grill to be installed in the new office. There will be a small area of the existing lay-in ceiling that will need to be reworked to accommodate the new and demolished wall. This is a turn-key project and the successful contractor shall provide all tools and materials required to complete the project. A furniture layout is included for information on the exact required location of power and data outlets. The furniture is not part of this contract.

50% of this project will have to be done during non-occupied hours. Occupied at the Union County Government Center hours are 7:30 AM until 5:30 PM.

The following sketches as well as the furniture lay-out drawing are included in this document.

Appendix E – Demolition Plan

Appendix F – New Work

Appendix G – Lighting/Ceiling Plan

Appendix H – Furniture Lay-Out

End of Scope of Work

Evaluation of Bids and Award Procedures

- Bid Information
- Evaluation of Bids
- Award Procedures
- General Statute – G.S. § 143-129

EVALUATION OF BIDS AND AWARD PROCEDURES

1.1 BID INFORMATION

Bids must be made in strict conformance using the Invitation for Bid (IFB) forms provided herein. All blank spaces for bids must be filled in properly. Numbers must be written in ink or typewritten, and the completed forms shall be without erasures, lineation, or alterations. In accepting the bid, the County will assume that no alterations have been made, and if they appear afterward, they shall not be binding on the County.

All Bid Documents shall be signed by an individual who is authorized to contractually bind the company. The signature must indicate the title or position the individual holds in the agency or firm. Agencies or firms which sign contracts with the name of the agency or firm must provide the name of a corporate officer or executive director for signature validation by the County. All unsigned Bids will be disqualified. In submitting a Bid, Offeror affirms all statements contained in the proposal are true and accurate.

1.2 EVALUATION OF BIDS

Qualified bids will be evaluated to determine the lowest responsive, responsible bidder, taking into consideration quality, performance, and the time specified in the bid for performance of the contract. Consideration of such factors as: price offered; quality of item offered; general reputation and performance capabilities of offeror; substantial conformity with specifications/other conditions set forth in the bid; suitability of articles for the intended use; related services needed; date of delivery and performance; and such other factors deemed by the County to be pertinent will be used in determining responsiveness and responsibility.

1.3 AWARD PROCEDURES

The County reserves the right to reject any and all bids, the right to waive informalities, and the right to disregard nonconforming or conditional bids or counter proposals. If the contract is to be awarded, it will be awarded to the lowest responsive, responsible bidder whose evaluation by the County indicates that the award will be in the best interest of County. The County shall have a period of 120 days after opening of bids in which to award the contract.

1.4 APPLICATION OF NORTH CAROLINA GENERAL STATUTES

The General Statutes of North Carolina regarding purchasing and competitive bidding (G.S. § 143-129) are made a part herein and will govern the bidding process as applicable.

General Conditions and Requirements

- Minimum Requirements for Bidders
- Terms and Conditions
- Taxes
- IFB Expenses
- Certification
- Materials Approval
- Liquidated Damages
- Financial Information
- Contractual Obligations
- Compliance with Laws
- Sub-Contractor/Partner Disclosure
- Exception to the IFB
- Modification or Withdrawal of Bid
- Contract Commencement
- Disputes
- Certification
- Equal Employment Opportunity
- Minority and Small Business Participation Plan
- Licenses
- E-Verify
- Drug-Free Workplace
- **Insurance**
- Indemnification

Depending on the project, there may be additional or fewer General Conditions and Requirements.

Forms to Be Submitted with Bid

1 APPENDIX A – PRICE FORM

IFB 2021-069 Sixth Floor Finance Renovation

SUBMIT WITH BID

This Price Form must be completed in its entirety, signed by an executive of the company that has authority to contract with Union County, NC, and submitted with bid.

Offeror acknowledges that the Total Lump Sum includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for the complete project outlined in this solicitation.

Description	Total Lump Sum
Turn-Key Lump Sum for Sixth Floor Renovation per Sketches and Scope of Work	

_____ Insert the number of days to Substantial Completion after Notice to Proceed.

_____ Break down how many weekends will be included in the schedule. All unit down time shall be on weekends.

Provide the following:

- A. List of Proposed Subcontractors;
- B. Evidence of Authority to do Business in North Carolina;
- C. General Contractor's License.

Time of Completion:

Bidder agrees that the Work will be substantially completed and ready for final payment in accordance with the duration days listed above.

Liquidated Damages Rate (from Agreement): \$500.00/day for additional time in excess of the days listed above by Bidder. Bidder accepts the provision of the Agreement as to Liquidated damages.

Company Name: _____

Authorized Signature: _____

Print Name: _____

10 APPENDIX B – BID SUBMISSION FORM

IFB 2021-069 Sixth Floor Finance Renovation

SUBMIT WITH BID

This Bid is submitted by:

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____

It is understood that Union County reserves the right to reject any and all Bids, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-bid this project. Bid is valid for 120 calendar days from the Bid due date and is submitted by an executive of the company that has authority to contract with Union County, NC.

Name: _____

Title: _____

Signature: _____

Date: _____

Forms to Be Submitted with Bid

11 APPENDIX C – ADDENDUM AND ANTI-COLLUSION FORM

IFB 2021-069 Sixth Floor Finance Renovation

SUBMIT WITH BID

Please acknowledge receipt of all addenda by including this form with your Bid. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this Bid is made in good faith and without collusion with any other offeror or officer or employee of Union County.

Company Name: _____
Name: _____
Title: _____
Email Address: _____
Signature: _____
Date: _____

12 APPENDIX D – REFERENCES

IFB 2021-069 Sixth Floor Finance Renovation

SUBMIT WITH BID

Reference No. 1


Company Name: _____
Contact Name: _____
Title: _____
Address: _____
Phone Number: _____
Email Address: _____

Reference No. 2

Company Name: _____
Contact Name: _____
Title: _____
Address: _____
Phone Number: _____
Email Address: _____

Reference No. 3

Company Name: _____
Contact Name: _____
Title: _____
Address: _____
Phone Number: _____
Email Address: _____



**TO BID OR
NOT TO BID**

**THAT IS THE
QUESTION**

YES! Let's Bid

Helpful Hints

- Make a schedule and stick to it!
- Make sure you leave plenty of time for:
 - Reading IFB
 - Completing Bid
 - Assembling Bid Package
 - Packaging
 - Delivering or Mailing
- Most important ~**BID ON TIME**~





Enter Questions in Chat Box

Vendor Registration

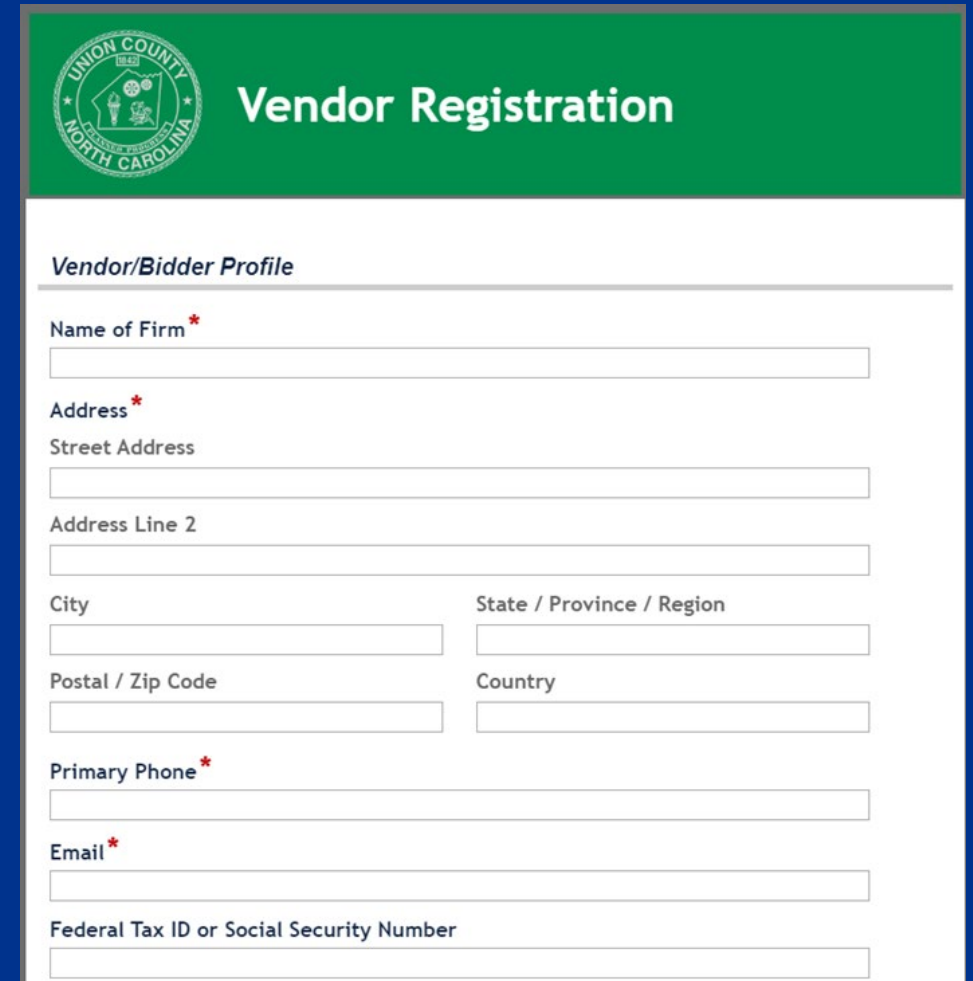
How to Register

- Visit unioncountync.gov
- Click “Bids” (Under Information Central)
- Scroll down and select “Vendor Registration”

How is your information used?

- Sometimes used to develop bidder’s list
- Assist with acquiring quotes

Disclaimer: Registering does not guarantee bid notification



The screenshot shows the 'Vendor Registration' page on the Union County website. The page has a green header with the Union County logo and the text 'Vendor Registration'. Below the header is a section titled 'Vendor/Bidder Profile' with a horizontal line underneath. The form contains several input fields: 'Name of Firm *', 'Address *' (with sub-fields for 'Street Address' and 'Address Line 2'), 'City', 'State / Province / Region', 'Postal / Zip Code', and 'Country'. The 'Primary Phone *' and 'Email *' fields are also present. At the bottom, there is a field for 'Federal Tax ID or Social Security Number'. All fields are currently empty.

ALSO

State of North Carolina IPS

- Register at: <https://www.ips.state.nc.us/IPS/Default.aspx>
- Receive email alerts pertaining to commodity/service



WEBSITE OVERVIEW

- **Current Bids**
- **Upcoming Projects**
- **Vendor Registration Form**

<https://www.unioncountync.gov/>



Overview of Upcoming Facilities Projects

Christopher Boyd, Facilities Director

Department Information

- 27 Facilities
- ~ 960,000 Total Gross Square Feet (163,000 in construction)
- ~ 105 Acres
- Facilities of Note:
 - Historic Courthouse
 - Historic Post Office
 - Government Center
 - Judicial Center – Courthouse
 - Human Services
 - Agriculture Center
 - Libraries – Monroe, Union West, Marshville

Common Goods and Services Needs

Parts/Supplies

- Paint
- HVAC parts
- Lamps/Ballasts
- Keys/Locks
- Street Sign Parts
- Plumbing Parts
- Office Supplies

Repair/Renovation Services

- Chillers
- Boilers
- Building Controls
- Pavement
- Carpet Replacement
- Small Renovations
- Water Damage Recovery

Professional Services

- Architectural
- Engineering
- Surveying
- Commissioning
- Materials Testing

How We Procure Goods and Services

- IFBs
- RFPs
- RFQs
- Local Specialty Supply Stores
- Local Big Box Stores
- Online Suppliers
- State-Level Contracts
- Service Contracts

Upcoming Bidding Opportunities

Project	Description	Projected Advert./Purchase Date
Board of Elections	Furniture Bid	May 2021
Board of Elections	Voting and Precinct Shelving Bid	May 2021
Progress Building Renovation	Construction Bid	April 2021
Southwest Regional Library	Construction Bid	May 2021
Southwest Regional Library	Furniture and Shelving	September 2021
Southwest Regional Library	Audio Visual and Sound Reinforcement Bid	September 2021
Human Resource Training Room Renovation	Construction Bid	June 2021
Human Resource Training Room Renovation	Audio Visual and Sound Reinforcement Bid	June 2021
Human Resource Training Room Renovation	Furniture Bid	June 2021
Emergency Services Complex	Furniture Bid	July 2021
Sheriff's Office Expansion	Furniture Bid	July 2021
Sheriff's Office Expansion	Window Treatments Bid (Through Turner Construction)	July 2021
Sheriff's Office Expansion	Interior/Exterior Signage Bid (Through Turner Construction)	July 2021

Upcoming Bidding Opportunities

Project/Services	Procurement Description	Projected Advert./Purchase Date
UCSO Generator Replacement/Alt Water Source	Construction Bid	July 2021
UCSO Jail Relocking and Door Controls	RFQ for Design Services	April 2021
Sheriff's Office Expansion, Emergency Services, SW Regional Library	Structured Cabling and Audio Visual Equipment Bid	June 2021
Landscape Services for County Properties	RFP for Services	April 2021
Security Services for Government Center/Human Services	RFP for Services	April 2021
First Aid Supplies and Service	IFB	July 2021
Mat and Towel Cleaning and Servicing	IFB	July 2021
Government Center Legal Space Renovation	Construction Bid	September 2021
Government Center Procurement Space Renovation	Construction Bid	April 2021
Patton Avenue Radio Shop Renovation	Construction Bid	Est January 2022



Union County Emergency Complex



Procurement Report

The Procurement Project Advertisement Report provides a snapshot of projects that are **forecasted to be advertised** in the upcoming months. This information can be used as a strategic business tool for the business community. If you have questions, please contact the procurement representative assigned to the solicitation.

Union County, North Carolina **Procurement Project Advertisement Report** **Date: April 2021**



Project Description	Solicitation Method	Procurement Contact Person	Advertisement Date (estimated)	Due Date (Estimated)
Worwood Acres Water Main Replacements	IFB	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	May 2021
Copper Water Pipe	IFB	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	May 2021
FY20 Short Water Phase 4	IFB	Corey Brooks corey.brooks@unioncountync.gov Phone: 704-283-3683	April 2021	May 2021
Stallings Road Water Improvements - 2020	IFB	Corey Brooks corey.brooks@unioncountync.gov Phone: 704-283-3683	April 2021	May 2021
880 Zone & 935 Zone Interconnections	IFB	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	May 2021
West Fork Twelve Mile Creek Interceptor (IFB)	IFB	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	June 2021
By-Pass Pump Rental & Services	RFP	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	May 2021
Jail Relocking Project	RFQ	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	May 2021
Biosolids Composting	RFP	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	May 2021
Landscape Services	RFP	Vicky Watts Vicky.watts@unioncountync.gov Phone: 704-283-3601	April 2021	May 2021



**Upcoming
Projects**



Enter Questions in Chat Box



<https://www.surveymonkey.com/r/UCVendorOutreach>

Procurement Contact Information

Cheryl Wright, Director of Procurement and Contract Management
Cheryl.Wright@unioncountync.gov

Vicky Watts, Senior Procurement Specialist
Vicky.Watts@unioncountync.gov

Corey Brooks, Procurement Specialist
Corey.Brooks@unioncountync.gov

Ava Strawn, Procurement Specialist
Ava.Strawn@unioncountync.gov



Thank you

