



Invitation for Bid No. 2021-033

Union County Board of Elections Additions and Renovations

ADDENDUM No.1

ISSUE DATE: March 4, 2021

Responding Bidders on this project are hereby notified that this Addendum shall be made a part of the above named IFB document.

The following items add to, modify, and/or clarify the IFB documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the bidder in the IFB document.



Addendum No. 1, dated March 4, 2021

To the documents for
Union County Board of Elections Additions and Renovations
Monroe, North Carolina
Comm. No. 19027.00

GENERAL

1. Minutes of the Pre-Bid Meeting held on March 3, 2021 are attached.
2. Attendee sign-in sheets from the Pre-Bid Meeting held on March 3, 2021 are attached.

CHANGES TO PROJECT MANUAL / SPECIFICATIONS

BID AND CONTRACT DOCUMENTS

ADVERTISEMENT FOR BID IFB # 2021-033

3. Revise Paragraph 9 to read:

The Owner designates the following person as its representative and Point of Contact for this Bid. Bidders shall restrict all contact and direct all questions regarding this Bid, including responses, questions regarding terms and conditions and technical specifications, to the Procurement Point of Contact listed below in writing via e-mail, no later than **March 9, 2021**.

END OF ADDENDUM NO. 1

Attachments:

1. Pre-bid Meeting Minutes, dated March 3, 2021.
2. Pre-bid Meeting Attendee Sign in Sheet, dated March 3, 2021.



Pre-Bid Meeting Minutes

Union County Board of Elections Additions and Renovations

March 4, 2021

UNION COUNTY BOARD OF ELECTIONS ADDITIONS AND RENOVATIONS PRE-BID MEETING MINUTES

Introduction

A. Project Team Members:

- Linda Whitaker, Union County Project Manager
- Cheryl Wright, Union County Procurement Director
- Bill Hughes, YCH Architects

B. Pre-Bid attendance sign in sheet:

- All Attendees were requested to fill out the sign in sheet.

C. Review of Document Distribution Method (YCH Sharefile site):

- YCH will distribute all bidding documents, including correspondence and addenda, to General Contractors via our Sharefile site. Any bidders who have registered to the site will receive automatic notifications when additional items are added, such as addenda. Bid Documents have not been placed in any plan rooms.
- All of the bidders, except for one, reported no issues with the distribution of bid documents. That bidder is to re-send his request for documents.

Bid Procedures

A. Review of Advertisement for Bids and Instructions to Bidders (Section 00 11 00):

- Bid date, time and location: Bids will be received at the Union County Government Center located at 500 N. Main Street on March 23rd, 2021. Bids submitted before 1:30 pm on 03-23-2021 may be mailed or hand-delivered to Suite 709. Beginning at 1:30 pm on 03-23-2021, bids are to be submitted at the front entrance to the Governmental Center in order to limit the number of occupants within the building.
- Opening of bids: Bids will be opened publicly and read aloud near the front entrance of the Union County Governmental Center beginning at 2:00 pm on March 23rd, 2021.
- MBE Participation: Union County encourages Minority Business Enterprise Participation and has an MBE participation goal of 10% for this project, however this is not a requirement.
- The Owner reserves the right to reject any and all bids and waive informalities and irregularities.

B. Bid Submission:

- Form of Proposal: Bidders are to make sure to fill out the Bid Form included within the project manual in Section 00 41 13 completely and without modifications or qualifications. The bid is for a stipulated sum, single prime contract.
- Allowances: Allowances are specified in Section 01 21 00 and are to be included within the Base Bid on the Form of Proposal. Note that Allowance No. 3 is for 1,000 cubic yards of on-site removal and re-installation of existing suitable soil fill that is not currently properly compacted for building support. Unit Price No. 2 will be used to adjust this allowance to the actual cubic yardage of soil determined by the Owner's material testing representative.
- Unit Prices: Unit prices for various rock and unsuitable soil conditions are defined and specified in Section 01 22 00. Unit prices are to be included on the Bid Form.
- Alternates: The project contains several Alternates which are described in Section 01 23 00, and are to be included on the Bid Form.
- Bid Security Forms to be submitted with the Bid are included in Section 00 43 13.
- MBE Forms: Bidders must submit the following forms with their bid: 1) Identification of HUB Certified / Minority Business Participation 2) Affidavit A – Listing of Good Faith

Efforts – or - Affidavit B - Intent to Perform Contract with Own Workforce. Other forms contained within this section are to be submitted later during the project by the successful bidder.

- o Bidders are to attach the Bid Submittal Checklist included within Section 00 43 93, along with all of the forms indicated therein.
- C. Product substitutions prior to bidding will only be accepted if submitted by a bidding General Contractor as described in Section 00 63 25. G.C.'s must use the substitution submittal form provided in the Project Manual.

Project Review

- A. The Building Scope of Work consists of 3 Phases and will be completed while the Board of Elections occupies the facility during the entire course of the work. The work will require close coordination between the Contractor, the Owner (Union County), the occupants of the building (Union County Board of Elections) and the Architect in order to minimize the disruption to the ongoing activities of the Board of Elections.
- B. The work includes coordination with the City of Monroe Energy Services Department to relocate the existing main power feed and gas line, which currently run under the new building pad. These services must be relocated prior to work on the building pad. The contractor is to install conduit for a new main power feed and gas line, as indicated on the electrical drawings.
- C. After the completion of Phase 1 and Phase 2, the Contractor shall allow 7 days for the Owner to move and occupy the completed phase before resuming work on the following phase as indicated in the Invitation to Bid Section 00 11 16. The work of the contractor does not include moving or relocating of existing furniture.
- D. The Union County Public Library located on the floor above the Board of Elections will remain in full operation during the course of the work. Any significant noise producing activities will need to be coordinated in order to minimize disruption to the library.

Project Schedule

- A. Addenda will be issued up until end of day on Wednesday, March 17th, 4 business days prior to bid opening.
- B. The project schedule is indicated on the Form of Proposal to include a duration of 365 calendar days from issuance of a Notice to Proceed to Substantial Completion.
- C. Liquidated Damages will be assessed at the rate of \$500 per day for each calendar day of

delay after the date established for Substantial Completion. Delays and extensions for time are defined within the General Conditions of the Contract for Construction and Union County Supplementary Conditions in Section 00 60 03.

Questions

- o Some bidders asked about extending the date to submit bidding questions. This date has been revised in Addendum #1.
- o A bidder inquired about additional access to the interior of the building at a later date. The only access allowed within the interior of the building was during the Pre-bid meeting, no other access will be allowed.

Project Site Investigation

- A. Following the pre-bid meeting, the attendees were allowed to investigate the project site.

End of Meeting Minutes

Attachments: Pre-bid Sign in Sheet

Pre-Bid Sign in Sheet

**Project Name: IFB# 2021-033, Union County Board of Elections Additions and Renovations
March 3, 10:00 AM**

DATE	COMPANY NAME	CONTACT NAME & PHONE#	EMAIL ADDRESS
	Randolph + Sons Builders	Joel Randolph 704-588-7116	Joel@Randolphbuilders.com
	LAFAYETTE CONST.	STEVE ELLIS 337 324-5394	STEVE@LAFAYETTECONST.COM
	HEARTLANDS CONTRACTORS	MARK FASSER 704-634-3266	MFASSER@HEARTLANDNC.COM
	ENCOMPASS BLDG.	PAT MCCOY 704-589-0347	PATM@ENCOMPASSBUILDING.COM
	H.M. KERN CORPORATION	JOHN NYLER 336-668-3213	JNYLER@HMKERN.COM
	Jensen Builders	LELAND BOURBAUF 980-522-2191	LELAND.BOURBAUF@JENSENBUILDERS.COM
	Jensen Builders	Lisa Dean 950-613-7097	lisa.dean@jensenbuilders.com
	PRECISION WALLS	DALE SETTLE 704-249-9789	DSettle@precisionwalls.com
	Tyler 2 Construction	Jay Puckett 704-860-7816	jpuckett@tyler2construction.com
	Yes Real Estate Construction Group	Dormel Lee 704.277.3948	Dlee@yesrecg.com
	Edison Found	Mike Hill 704 329 8000 x130	mhill@edisonfound.com

Pre-Bid Sign in Sheet

Project Name: IFB# 2021-033, Union County Board of Elections Additions and Renovations
March 3, 10:00 AM

DATE	COMPANY NAME	CONTACT NAME & PHONE#	EMAIL ADDRESS
	Digitrol Inc.	Josh Gibson 704-853-3114	josh.gibson@digitrolinc.com brian.rodney@digitrolinc.com
	Connectivity	Darren Custer 704-925-9869	Darren@ConnectivityNC.com
	LCM Builders Inc.	1-800-329-8838 MB704-560-41374	MBliss@LCMBuilders.com
	Daveco Roofing Bill Swatkoski	Bill Swatkoski 704-817-9788	Bswatkoski@davecroofing.com
	HARGETT ELECTRIC CO.	JACOB HARGETT 704-776-3121	jacobhargett@hargettelectric.com
	HOSTETTER & SON	Mike Robinson FRANK HOSTETTER 704-499-3077	frank@hostetterandson.com
	FHG LLC	Jerry Martinez 704-292-4261	Jmartinez@FHGLLC.com
	All Electric Services	Frank Ambrose 980-395-1880	frank.ambrose@allelectricnc.com
	All Electric Services	Devin Smith (704) 615-4416	devin.smith@allelectricnc.com
	Elford, Inc.	Ben Stickney (614) 230-4812	bstickney@elford.com