



Invitation for Bid No. 2021-033
Union County Board of Elections Additions and
Renovations

Due Date: March 23, 2021

Time: 2:00 PM EST

Receipt Location: Union County Government Center
Procurement Department
500 N. Main Street, Suite 709
Monroe, NC, 28112-4730

Non-Mandatory Pre-Bid/Site Visit: will be held on March 3, 2021 at 10:00am at the project site. Refer to following page for address. Attendance is strongly encouraged.

Procurement Representative:

Cheryl Wright, CPPO, CLGPO
Director, Procurement
(704) 283-3563
Cheryl.wright@unioncountync.gov

Prepared by:

Bill Hughes, AIA, LEED
Yates-Chreitzberg-Hughes Architects
NC License No. #310
7035 Northwinds Drive NW
Concord, NC 28027
Billh@ycharch.com

Union County Board of Elections
Additions and Renovations
Monroe, North Carolina

ARCHITECT YCH ARCHITECT
Corporate License #310



ARCHITECT Dennis E. Yates
License #3437



11-02-2020

CIVIL ENGINEER Rachel C. Carter
License #049603

Civil
Engineering Sections



STRUCTURAL ENGINEER Albert A. Stevens
License #27763

Plumbing
Engineering Sections



PLUMBING ENGINEER J. Craig Champion
License #17250

Plumbing
Engineering Sections



Union County Board of Elections
Additions and Renovations
Concord, North Carolina

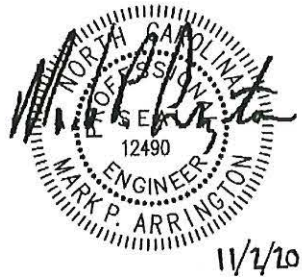
MECHANICAL ENGINEER J. Craig Champion
License #17250

Mechanical
Engineering Sections



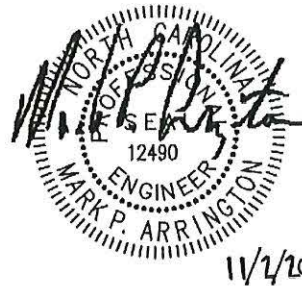
ELECTRICAL ENGINEER Mark P. Arrington
License #12490

Electrical
Engineering Sections



FIRE ALARM ENGINEER Mark P. Arrington
License #12490

Fire Alarm
Engineering Sections



UNION COUNTY, NORTH CAROLINA

ADVERTISEMENT FOR BID IFB# 2021-033

Union County Board of Elections Additions and Renovations

Sealed Bids for Union County Board of Elections Additions and Renovations will be received by the Union County Procurement Department *until* ***2:00 PM** local time on **March 23rd, 2021** at the Union County Government Center, 500 N. Main Street, Suite 709, Monroe North Carolina, 28112, at which time the Bids received will be **publicly** opened and read. The public bid opening will be conducted outdoors, in the front entrance area of the Union County Government Center address listed above at the specified date and time. **Those attending the bid opening, must follow social distancing and applicable face mask/face covering rules/guidelines.**

On March 23rd, 2021, beginning at ***1:30 PM** local time, bids will be received by the Union County Procurement Department at the **bid opening location of Union County Government Center, in the front entrance area, 500 North Main Street, Monroe, NC 28112.**

If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "**BID ENCLOSED – 2021-033**" and shall be addressed to Union County Procurement Department, Attn: Cheryl Wright, 500 North Main Street, Suite 709, Monroe, NC 28112.

A Non-Mandatory Pre-Bid/Site Visit will be held on March 3rd, 2021 at 10:00 am local time at the existing Union County Board of Elections located at 316 E. Windsor Street, Suite B, Monroe, NC 28112. Attendance at this meeting is Strongly Encouraged.

Scope of Work – The work includes a new building addition of 6,685 square feet and interior renovations to approximately 8,000 square feet of existing interior space. The project also includes site work for grading of the building pad and loading dock, asphalt / concrete paving, curb and gutter, sidewalks, storm drainage and site utilities.

All of the work is to be performed under one contract in 3 distinct phases, while the Board of Elections maintains full operation of services within the existing building. Close coordination and scheduling of demolition and construction work so as not to disrupt the Board of Elections' essential operations is paramount to the project. The work also includes coordination with the City of Monroe Energy Services to relocate existing primary power and natural gas services from beneath the new building pad.

Instructions for submitting bids, specifications, and a complete description of the work involved and the apparatus, supplies, materials, equipment for which bids are invited can be examined at the Union County, Procurement Department, located at Union County Government Center/Building, 500 North Main Street, Suite #709, Monroe, NC 28112.

Bid Documents for this project can be obtained electronically from YCH Architects at (704) 788-2000. For questions about ordering the bid documents, please contact **Bill Hughes, AIA** at billh@ycharch.com.

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 4, 2021**.

Name: Cheryl Wright
Title: Director, Procurement,
E-mail: Cheryl.wright@unioncountync.gov Phone: 704-283-3563

Questions will be addressed via Addenda no later than 4 days prior to the bid date.

Bids will be received for a single prime, lump sum Contract.

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 designated on the outside of the envelope containing the bid.

Bidders are required to provide a non-collusion affidavit, as set forth in the bidding documents.

As provided by statute, a deposit of cash, a cashier's check, a certified check on some bank or trust company insured by the Federal Deposit Insurance Company, or a bid bond executed by a corporate surety licensed under the laws of North Carolina to execute such bonds in the amount of 5% of the bid must accompany each bid. The payee shall be "**Union County**". Said deposit shall guarantee that the Agreement will be entered into by successful bidder if award is made. Such deposit may be held by Union County until the successful bidder has executed and delivered all required Contract Documents to Union County.

Bidders should note the provisions of the Supplementary Instructions to Bidders contained in the Bid Documents regarding minority participation. Union County encourages good faith effort outreach as described in UC MBE and Small Business Outreach Plan. Compliance with Union County Minority and Small Business Guidelines and Outreach Plan goal applies. Bidders shall submit a completed Identification of Minority Participation form and either an Affidavit A or Affidavit B, as applicable, along with their Bid.

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.



PROJECT MANUAL

**UNION COUNTY BOARD OF ELECTIONS
ADDITIONS AND RENOVATOVATIONS
MONROE, NORTH CAROLINA**

COMM. NO. 19027.00

**FINAL CONSTRUCTION DOCUMENTS
November 2, 2020**

YATES-CHREITZBERG-HUGHES ARCHITECTS
Architecture-Interior Design- Land Planning
7035 Northwinds Drive NW
Concord, NC 28027

MABRY ENGINEERING ASSOCIATES, INC.
Consulting Engineer – Structural
840 Shull Street, Suite 100
Columbia, SC 29169

CHAMBERS ENGINEERING
Consulting Engineer - Civil
129 North First St.
Albemarle, NC 28001

MSWG ENGINEERS
Consulting Engineer –
Plumbing/Mechanical & Electrical
4223 South Blvd
Charlotte, NC 28209

Project Specifiers: Dennis E. Yates, AIA; William T. Hughes, AIA; & Associated Professional Engineers

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