



## Invitation for Bid No. 2022-048

### Union County Human Resources Training Room Expansion and Renovation Project

**Bid Due Date:** March 22, 2022  
**Time:** 2:00 PM  
**Receipt Location:** Union County Government Center  
500 N. Main Street  
Monroe, NC 28112

**Non-Mandatory Pre-Bid/Site Visit Meeting:** will be held on March 8, 2022 at 10:00 AM.  
Location: Union County Government Center 500 N. Main Street Monroe, NC 28112  
Attendance is strongly encouraged.

**Procurement Representative:**

Corey Brooks  
Procurement Specialist  
Procurement Department  
(704) 283-3683  
[corey.brooks@unioncountync.gov](mailto:corey.brooks@unioncountync.gov)

**Prepared by:**

Creech & Associates  
1000 W. Morehead Street  
Suite 120  
Charlotte, NC 28208  
(704) 376-6000

**PROJECT MANUAL – CONSTRUCTION DOCUMENTS**

# **UNION COUNTY HUMAN RESOURCES TRAINING ROOM Expansion and Renovation Project**

**Union County Government Center  
500 N. Main Street  
Monroe, North Carolina**

**Project No. 2020-085**

## **OWNER**

UNION COUNTY  
500 N. MAIN STREET  
MONROE, NORTH CAROLINA

## **ARCHITECTS**

CREECH & ASSOCIATES, PLLC  
1000 W. MOREHEAD ST, SUITE 120  
CHARLOTTE, NORTH CAROLINA 28208  
PHONE: (704) 376.6000

## **CONSULTANTS**

### **MECHANICAL, AND ELECTRICAL**

OPTIMA ENGINEERING  
1927 S. TRYON STREET  
SUITE 300  
CHARLOTTE, NORTH CAROLINA 28203  
PHONE: (704) 338-1292 FAX: 704-338-9974

UNION COUNTY, NORTH CAROLINA

ADVERTISEMENT FOR BID

IFB #2022-048

Union County Human Resources Training Room Expansion and Renovation Project

Sealed Bids for Union County Human Resources Training Room Expansion and Renovation Project will be **received by the Union County Procurement Department until \*2:00 PM local time on March 22, 2022**, at the Union County Government Center, 500 N. Main Street, Suite 709, Monroe, NC 28112. The public bid opening will be conducted outdoors, in front entrance area of the Union County Government Center address listed above at the specified date and time. Late bids will not be accepted.

**On March 22, 2022**, beginning at **\*1:30 PM** local time, bids will be received by the Union County Procurement Department at the bid opening location, outdoors in the front entrance area of the Union County Government Center at 500 N. Main Street, Monroe, NC 28112. Those attending the bid opening, must follow social distancing guidelines.

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 – 2022-048"** and shall be addressed to Union County Procurement Department, Corey Brooks, 500 N. Main Street, Suite 709, Monroe, NC 28112.

A Non-Mandatory Pre-Bid/Site Visit meeting will be held on **March 8, 2022, at 10:00 AM** local time at the Union County Government Center, 500 N. Main Street, Monroe, NC 28112. Please check-in and remain at the front desk. Attendance at this meeting is strongly encouraged.

**Scope of Work:** Creation of larger training room through altering footprint of current adjacent office and storage spaces. Demo will consist of removing existing ceiling grid, walls, doors, flooring, and exterior glazing as noted on the demo sheet. AV equipment & Dry Erase/Pin Boards will need to be removed, stored, and reinstalled in the training room. New finishes and paint will be needed throughout spaces that were altered as specified on the finish legend.

The Work shall be completed in a single phase. The Work includes coordinating with Union County Facilities Department for access, security, and shut-downs.

The Issuing Office for the Bidding Documents is:

Union County Procurement Department, 500 North Main Street, Suite 709, Monroe, NC 28112 Contact: Corey Brooks at 704-283-3683 or via email at [corey.brooks@unioncountync.gov](mailto:corey.brooks@unioncountync.gov). Prospective Bidders may examine the Bidding Documents at the Issuing Office at 500 North Main Street, Suite 709, Monroe, North Carolina on Mondays through Fridays between the hours of 8:00 am and 5:00 pm, and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Bidding Documents are available in electronic or printed form from Duncan-Parnell via their bid room <http://www.dpibidroom.com>. Registration with Duncan-Parnell is required to obtain the bid documents. There is no charge for registration. Printed hardcopies of the Bidding Documents can be ordered and shipped for an additional fee, which will depend on the number of sets, size of Drawings, applicable taxes, and shipping method selected by the prospective Bidder. The approximate costs of the Bidding Documents and shipping are non-refundable, and are as follows:

- Download (PDF)                      \$85.00 plus tax
- Printed Set:                              \$113.00 plus tax
- Printed Set and Digital Set        \$138.00 plus tax

Creech & Associates                      2  
Project #2020-085                              00 11 13

Union Co. Training Room  
Construction Documents 01-20-2022

DOCUMENT 00 11 13 - ADVERTISEMENT FOR BID

Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office or Duncan-Parnell.

**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 ([corey.brooks@unioncountync.gov](mailto:corey.brooks@unioncountync.gov)). Deadline for questions is 5:00 PM local time on March 10, 2022.** Questions will be addressed via Addenda no later than 4 days prior to bid date.

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

Bidders must have a license to do work as a contractor in the State of North Carolina, as set forth under Article 1 chapter 87 of the North Carolina General statutes. The bidder's North Carolina Contractor license number shall be designated on the outside of the sealed 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, cashier's check or certified check on some bank or trust company insured by the Federal Deposit insurance Company, or a bid bond executed by 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 the 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 instruction to bidders contained in the Bid Documents regarding minority participation. Union County encourages good faith effort outreach as described in the Union County MBE and Small business Outreach Plan. Compliance with Union County Minority and Small Business Guidelines and Outreach Plan goals apply. 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 Owner reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserve the right to reject the Bid and Bidder whom they find, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid and Bidder if the Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also reserves the right to waive all informalities and technicalities not involving price, time, or changes in the Work and to negotiate, as allowed by law, contract terms with the Successful Bidder.

END OF DOCUMENT 00 11 13