



Invitation for Bid No. 2023-011

Union County Library Interior Renovation

Bid Due Date: January 31, 2023
Time: 11:00 AM Local Time
Receipt 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: December 14, 2022
Time: 2:00 PM Local Time
Receipt Location: Union County Mail Public Library
316 E. Windsor Street
Monroe, NC 28112

Procurement Representative:

Vicky Watts
Senior Procurement Specialist
Procurement Department
(704) 283-3601
vicky.watts@unioncountync.gov

Prepared by:

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

Union County Interior Library Renovation
Project No.: 2022-039
Issue to: Bidders for Bid #2023-011R

Union County, Owner
Contract Document Date: August 19, 2022
Addendum Date: January 18, 2023

A. NOTICE TO BIDDER

- 1.1 This Addendum is issued pursuant to the Conditions of the Contract and is hereby made part of the Contract Documents. The addendum serves to clarify, revise, and supersede information in the Project Manual, the Drawings, and previously issued Addenda. The Bidder shall acknowledge receipt of this Addendum in the appropriate space on the Bid Form. Failure to do so may subject the Bidder to disqualification. A list of attachments, if any, is part of this document.
- 1.2 Due to the minimum number of qualified bidders not submitting bids, this project is being rebid as Bid Number 2023-011R. The date for receipt of bids for this project **has been changed by this Addendum to January 31, 2023 at 11:00 AM at the Union County Government Center, 500 N. Main Street, Room 709, Monroe, NC.**
- 1.3 Pre-Bid Conference: A Pre-Bid Conference was held at the Union County Main Public Library on December 14, 2022, at 2:00 pm. Any clarifications issued as a result of the meeting are addressed by Addendum; verbal information provided does not alter the content of the bidding documents.

B. MODIFICATIONS TO PREVIOUS ADDENDA **(None)**

C. APPROVED SUBSTITUTION REQUESTS **(None)**

D. MODIFICATIONS TO PROJECT MANUAL **(None)**

E. MODIFICATIONS TO DRAWINGS **(None)**

F. ATTACHMENTS

- 1.4 This Addendum includes the attached documents and specification sections:
 - a) Revised Section 00 00 00 – Cover Sheet (Revised Bid Number)
 - b) Revised Section 00 11 13 – Advertisement for Bid (Revised Bid Date)
 - c) Revised Section 00 11 16 – Invitation to Bid (Revised Bid Date)
 - d) Revised Section 00 41 13 – Bid Form (Revised Bid Number and Number of Days to Complete)
- 1.5 This Addendum includes the following attached drawings: **(None)**
- 1.6 This Addendum includes the following Questions and Answers: **(None)**

END OF ADDENDUM 3



Invitation for Bid No. 2023-011R

Union County Library Interior Renovation

Bid Due Date: January 31, 2023
Time: 11:00 AM Local Time
Receipt 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: December 14, 2022
Time: 2:00 PM Local Time
Receipt Location: Union County Mail Public Library
316 E. Windsor Street
Monroe, NC 28112

Procurement Representative:

Vicky Watts
Senior Procurement Specialist
Procurement Department
(704) 283-3601
vicky.watts@unioncountync.gov

Prepared by:

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

UNION COUNTY, NORTH CAROLINA

ADVERTISEMENT FOR BID

IFB #2023-011R Bid

Union County Library Interior Renovation

Sealed Bids for Union County Library Interior Renovation will be **received by the Union County Procurement Department until 11:00 AM local time on January 31, 2023**, at the Union County Government Center, Procurement Department, 500 N. Main Street, Suite 709, Monroe, NC 28112. Late bids will not be accepted.

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 – 2023-011R Bid**" and shall be addressed to Union County Procurement Department, Vicky Watts, 500 N. Main Street, Suite 709, Monroe, NC 28112.

A Non-Mandatory Pre-Bid Conference and Site Visit will be held on **December 14, 2022, at 2:00 PM** local time at the Union County Public Main Library, 316 E. Windsor Street Monroe, NC 28112. Please check-in and remain at the front desk.

Scope of Work: Renovation of interior spaces at the offices and reading area. Work takes place entirely on the interior, with the exterior being completely out of scope.

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

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 5:00 PM local time on January 23, 2023. Questions will be addressed via Addenda no later than 4 days prior to bid date.

The Issuing Office for the Bidding Documents is:

Creech & Associate
1000 W. Morehead St., Suite 120
Charlotte, NC 28208

Prospective Bidders may examine the Bidding Documents at the Issuing Office or at the Union County Procurement Office at 500 North Main Street, Suite 709, Monroe, NC on Mondays through Fridays between the hours of 8:00 am and 5:00 pm, and may obtain copies of the Bidding Documents as describe below.

For question concerning obtaining plans and specifications, please contact:

John Crawford
jcrawford@creech-design.com

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) \$78.00 plus tax

Creech & Associates
Project #2022-039

1
00 11 13

Union County Library Interior Renovation
Addendum 3- 01-18-2023

- Printed Set: \$103.00 plus tax
- Printed Set and Digital Set \$128.00 plus tax

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.

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

1.1 PROJECT INFORMATION

A. Notice to Bidders: Bidders are invited to submit bids for Project as described in this document.

1.2 Related Sections:

- A. 00 11 13 Advertisement for Bids
- B. 00 21 00 Instructions to Bidders
- C. 00 22 00 Supplementary Instructions
- D. 00 25 00 Pre Bid Meetings
- E. 00 41 13 Bid Form – Stipulated Sum
- F. 00 43 13 Bid Security Form
- G. 00 43 39.13 Guidelines for Recruitment and Selection of Minority Business
- H. 00 45 19 Non-Collusion Affidavit
- I. 00 45 36 Equal Opportunity Employment Affidavit
- J. 00 45 39 MBE Provisions Affidavit

1.3 Project Identification:

- 1. Name: Union County Library Interior Renovation
- 2. Location:
 - a. 316 E. Windsor St. Monroe, NC 28112
- 3. Designer: Creech & Associates
 - a. Creech & Associates, 1000 W. Morehead Street Suite 120, Charlotte, NC 28208
(704) 376-6000
- 4. Owner: Union County
 - a. The Owner designates persona as its representative and a 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 email) no later than **January 23, 2023 at 5:00pm.**
 - b. Owner's Point of Contact:
 - Vicky Watts, Senior Procurement Specialist
 - Union County Procurement Department
 - 500 N. Main Street, Suite 709
 - Monroe, NC 28112
 - 704.283.3601
 - vicky.watts@unioncountync.gov

1.4 SUMMARY

- A. Renovation of interior spaces at the offices and reading area. Work takes place entirely on the interior, with the exterior being completely out of scope.
- B. Architect Identification:
 - 1. Project Designer: Creech & Associates
 - 2. Owner: Union County, NC.
- C. The project will be constructed in one phase.
- D. Construction Contract: Bids will be received for the following work:

1.5 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed bids until the bid time and date at the location indicated within the section 00 11 13 Advertisement for Bidders for Bid IFB# 2023-011R Bid.

1.6 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of **5** percent of the bid amount. No bids may be withdrawn for a period of **90** days after opening. Owner reserves the right to reject any and all bids to waive informalities and irregularities.

1.7 DOCUMENTS

- A. Online Procurement and Contracting Documents. Complete sets of Bidding Documents can be obtained from the Issuing Office as described within the section 00 11 13 Advertisement for Bidders for Bid IFB# 2023-011R Bid.

1.8 Time of completion and liquidated damages

- A. Bidders shall begin the Work on receipt of Notice to proceed and shall complete the Work within 180 calendar days. Work is subject to liquidated damages of **\$100.00 per day**.

1.9 BIDDERS QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. **A Performance and Payment Bond and Insurance in a form acceptable to Owner will be required of the successful Bidder.**

END OF DOCUMENT 00 11 16

BID INFORMATION

Name of Bidder: _____

Date: _____

Project Name: Union County Library Interior Renovation

Owner: Union County

Owner Project Number: IFB #2023-011R Bid

Designer: Creech and Associates

Designer Project Number: 2022-039

CERTIFICATIONS OF BASE BID

The undersigned Bidder, hereby declares that he has carefully investigated the scope of work and having thoroughly familiarized himself with the Contract Documents relative hereto, and has read all special provisions furnished prior to the opening of the bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his sub-contractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by N.C. General Statute 143-129(j). The bidder agrees to hold the proposed bid price for 90 days.

The bidder proposes and agrees if this proposal is accepted, to contract with Union County Government, in the form of contract specified, to provide all necessary labor, equipment, materials, machinery, tools, apparatus, transportation, services, fees, permits, etc., to complete the construction of Union County Library Interior Renovation, all in accordance with the aforementioned Contract Documents to the full and entire satisfaction of Union County Government, with definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the Contract Documents for the lump sum of:

Provide 5% of base bid price as an owner contingency allowance and provide a Total Base Bid Price. Any funds not used from this allowance will be returned to the Owner by deduct change order.

A) BASE BID PRICE:

_____ Dollars (\$ _____).

B) OWNERS CONTINGENCY:

_____ Dollars (\$ _____).

C) TOTAL BASE BID PRICE WITH OWNER CONTENGENCY (A+B=C):

_____ Dollars (\$ _____).

SUB-CONTRACTOR LIST:

The following shall execute subcontracts with the Bidder for the portion of the work indicated:

Electrical Sub-Contractor (Name & License No.):

_____ License No. _____

Creech & Associates
Project #2022-039

1
00 41 13

Union County Library Interior Renovation
Addendum 3 - 01-18-2023

Mechanical Sub-Contractor (Name & License No.): _____ License No. _____

ALTERNATIVE BID PRICES:

The following Alternate Prices, representing the total cost to the Owner when the scope of the work is changed and when approved by the Architect, are hereby submitted and are guaranteed to remain valid and in force for the duration of the construction period. Refer to Division 01 Section "Alternatives" for descriptions of Alternates and conditions for submittal of Alternate pricing. Indicate whether alternates are additions or deductions from Bid Sum.

Alternate No. 1: _____ \$ _____

Replace existing grille and duct work as shown in mechanical drawings.

TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issues by Architect and shall fully complete the Work within **180 calendar days**.

LIQUIDATED DAMAGES:

The undersigned further agrees, stipulates, and fixes as Liquidated Damages if delayed, but not as a penalty, the sum of **One Hundred Dollars (\$100.00)** per calendar day that the undersigned together with the undersigned's surety shall pay the Owner for each calendar day or part thereof that expires after the date specified for the substantial completion of the work and until the Work is Substantially complete. By bidding, the undersigned hereby agrees to be responsible for liquidated damages.

BID SECURITY:

Accompanying this proposal is a bid security five percent (5%) of the Total Bid Price Sum in accordance with Instructions to Bidders in the form of (check one):

- Bid Bond (AIA Document A310-2010), or
- Cash, or
- Cashier's Check, or Certified Check.

RECIPT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda which will be considered as part of the contract Documents:

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

MBE INORMATION:

Acknowledgement and submittal of MBE information is included with this Proposal: Yes No

CONTRACTOR’S LICENSE:

The undersigned further states that it is a duly licensed contractor for the proposed work in the State of North Carolina, and that all fees, permits, etc. pursuant to submitting this proposal have been paid in full.

ACKNOWLEDGEMENT AND REPRESENTATIONS:

If notice of acceptance of this bid is given to the undersigned within 90 days after the date of opening of bids, or any time thereafter before this bid is withdrawn, the undersigned will execute and deliver an Agreement in the prescribed form promptly after it has been presented to him for signature. Certificates of Insurance and Performance and Payment bonds shall be furnished to the Owner at the execution of this agreement and as required by North Carolina General Statutes.

Upon request of the Owner, the undersigned bidder agrees to submit evidence in affidavit form of applicable experience, adequate financial resources, work in hand capacity, adequate organization, and acceptable past performance. Submittal will be in the form of AIA Document A305 Contractor’s Qualification Statement. Bidder’s qualifications information shall be considered confidential.

The undersigned bidder certifies that neither he/she, 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 conjunction with this bid. The person signing this bid form represents that he/she has full authority and representative capacity to execute this Bid Form in the capacity indicated below.

The undersigned agrees that in the case of failure on his part to execute the said contract and the bond within ten (10) consecutive calendar days after written notice being given of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the Owner’s account set aside for the Project, as liquidated damages for such failure; otherwise, the certified check, cash or bid bond accompanying the Proposal shall be returned to the undersigned.

The undersigned bidder agrees that they are expected to act as Project Expediter and coordinate work of all other contractors.

The firm signing this bid and registered under that name is legally qualified to perform all work included in the scope of the contract as determined by the State of North Carolina, in granting the registration.

PROPOSAL SIGNATURE:

Respectfully submitted this _____ day of _____, 20____.

(Name of firm or corporation making bid)

By: _____
Signature and Typed Name

Title: _____

Address of Bidder: _____

Bidders N.C. Contractor License No. _____

Type of License: _____

Limitations: _____

Attest:

By: _____

Title: _____

END OF DOCUMENT 00 41 13