



**Invitation for Bid No. 2025-006**

**Union County Sheriff's Office Fuel Station**  
.....

**ADDENDUM No. 1**

**ISSUE DATE: October 31, 2024**

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 Offeror in the IFB document.

**A) Delete/Replace/Add**

1) **DELETE:** ALL References to bid due date **November 5, 2024, at 2:00 PM** throughout entire document.

**REPLACE WITH:** Bid due date **November 19, 2024, at 10:00 AM**

***Attached: IFB 2025-006 Addendum #1 Cover Page, Advertisement to Bid &***

***Invitation to Bid***

**END OF ADDENDUM No.1**

\*\*\*\*\*



## **Invitation for Bid No. 2025-006**

### **Union County Sheriff's Office Fuel Station**

**Due Date:** November 19, 2024  
**Time:** 10:00 AM Local Time  
**Receipt Location:** Union County Government Center  
500 N. Main Street  
7<sup>th</sup> Floor Conference Room  
Suite 709  
Monroe, NC 28112

#### **(Non)-Mandatory Pre-Bid Conference and Site Visit**

**Date:** October 15, 2024  
**Time:** 1:30pm Local time  
**Location:** Union County Sheriff's Office  
Administration Building  
3370 Presson Rd, Monroe N.C.

#### **Procurement Representative:**

Corey Brooks, CLGPO  
Senior Procurement Specialist  
Procurement Department  
(704) 283-3683  
[Cory.Brooks@unioncountync.gov](mailto:Cory.Brooks@unioncountync.gov)

#### **Prepared by:**

LaBella Associates, PC  
400 S Tryon St  
Suite 1300  
Charlotte, NC 28285  
704-376-6423

UNION COUNTY, NORTH CAROLINA

ADVERTISEMENT FOR BID

IFB #2025-006

Union County Sheriffs Fuel Station

Sealed Bids for Union County Sheriffs Fuel Station will be **received by the Union County Procurement Department until 10:00 AM local time on November 19, 2024** at the Union County Government Center, 500 N. Main Street, Suite 709, Monroe, NC 28112 at which time the Bids will be publicly opened and read. 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 – IFB-2025-006**" 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 meeting will be held on **October 15, 2024 at 1:30 PM** local time at Union County Sheriffs Administration Building, 3370 Presson Rd, Monroe N.C. Attendance at this meeting is strongly encouraged.

**Scope of Work:**

The project scope of work includes providing a 12,000-gallon fuel tank, dispensing system, and associated equipment. A three-sided enclosure will be constructed to conceal the fuel tank. The fuel management system will integrate with Union County's existing fuel management system. Other accessory work includes replacing a section of asphalt with concrete, installing speed bumps to assist spill containment and traffic calming, and installing a security camera for area surveillance.

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

**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). Deadline for questions is 5:00 PM local time on October 18, 2024.** Questions will be addressed via Addenda no later than 4 days prior to bid date.

The Issuing Office for the Bidding Documents is:

LaBella Associates, PC  
400 S Tryon St  
Suite 1300  
Charlotte, NC 28285

Bidding Documents are available in electronic or printed form from Duncan-Parnell verify plan room via their bid room (<http://www.bidroom.duncan-parnell.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. Costs of the Bidding Documents and shipping are non-refundable, and are as follows:

- Download (PDF)                    **###** plus tax
- Printed Set and Digital Set       **###** plus tax

For questions concerning obtaining plans and specifications please contact:

Michael Grose  
mgrose@labellapc.com  
(704) 941-2122

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.

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.

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 25 00 Pre-bid Meetings
- D. 00 41 13 Bid Form – Stipulated Sum
- E. 00 43 13 Bid Security Form
- F. 00 43 39.19 Guidelines for Recruitment and Selection of Minority Business
- G. 00 45 19 Non-Collusion Affidavit
- H. 00 45 36 Equal Opportunity Employment Affidavit

1.3 Project Identification:

- 1. Name: Union County Sheriff's Office Fuel Station
- 2. Location: 3370 Presson Rd, Monroe N.C.
- 3. Designer: LaBella Associates
- 4. Owner: Union County
  - a. The Owner designates person 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 **7 days** prior to the Bid Opening date, November 19, 2024 at 10:00 AM at the Union County Government Center 500 N. Main Street, Monroe, NC 28112.
  - b. Owner's Point of Contact:
    - Corey Brooks, CLGPO, Senior Procurement Specialist
    - Union County Procurement Department
    - 500 N. Main Street, Suite 709
    - Monroe, NC 28112
    - 704.283.3683
    - [corey.brooks@unioncountync.gov](mailto:corey.brooks@unioncountync.gov)

1.4 SUMMARY

- A. Architect Identification:
  - 1. Project Designer: LaBella Associates
  - 2. Owner: Union County, NC.
- B. The project will be constructed in one phase.
- C. Construction Contract: Bids will be received for the following work:
  - 1. Installation of a 12,000-gallon fuel storage tank at the Union County Sheriff's Office.
  - 2. Refer to 00 11 13 Advertisement for Bid and drawings listed in 00 01 15 List of Drawings for additional scope items.

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#2025-006.

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# 2025-006.

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 150 calendar days. Work is subjected to liquidated damages of \$250 per day.

1.9 BIDDER 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