

# NOTICE TO BIDDERS

Sealed proposals will be received by the **NC Department of Health and Human Services** in the office of **Caswell Developmental Center, Engineering Building, 2415 W. Vernon Avenue, Kinston, NC 28504, Attn: Mr. Marty Hill** up to **2:00 p.m. on April 4, 2024** and immediately thereafter publicly opened and read in the office of the same location for the furnishing of labor, material and equipment entering into the construction of: **Byrum Building Roof Replacement** at the Caswell Developmental Center in Kinston, NC. The project includes installation of a new retrofit standing seam metal roof over approximately 37,800 square feet of existing shingled roof area and replacement of existing 1,650 square feet of low-sloped single-ply roof system with new heat welded thermoplastic membrane systems, extension of steel roof purlin bearing, asbestos-related protection/ventilation/cleaning of the attic spaces beneath work areas, and other associated work scope.

Bids will be received for a **Single Prime Contract**. All proposals shall be lump sum.

## Pre-Bid Meeting

A pre-bid meeting will be held for all interested bidders on **March 19, 2024 at 1:30 p.m. at the Engineering Building, Caswell Developmental Center, 2415 W. Vernon Avenue, Kinston, NC 28504**. The meeting will address the project scope and description and answer specific questions and issues, anticipated project schedule, bidding procedures, and bid forms. Participants will also be able to visit the building attic and roof following the administrative portion of the meeting. Interested subcontractors and manufacturer representatives are strongly encouraged to attend.

Complete plans, specifications and contract documents will be open for inspection in the offices of Atlas Engineering, Inc. at 551A Pylon Drive, Raleigh, NC and in the electronic plan rooms of: Associated General Contractors, Carolinas Branch; McGraw-Hill Dodge Corporation; Reed Construction Data (RCD); Hispanic Contractors Association of the Carolinas (HCAC) in Winston-Salem, Charlotte and Raleigh Areas – 877-227-1680; and the East Coast Digital – Minority Plan Room Provider 703 SE Greenville Blvd, Greenville, NC 27858, 252-758-1616

Electronic copies of the documents are available at no cost by request from the architect via email to [kelli@atlasnc.com](mailto:kelli@atlasnc.com). Hardcopies of the documents may be obtained upon deposit of fifty dollars (\$50.00) in cash or certified check. The full plan deposit will be returned to those bidders provided all documents are returned in good, usable condition within ten (10) days after the bid date.

**NOTE:** The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.

General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for Unlimited Building or Specialty-Roofing.

**NOTE--SINGLE PRIME CONTRACTS:** Under GS 87-1, a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a "general contractor" and shall be so licensed. Therefore a single prime project that involves other trades will require the single prime contractor to hold a proper General Contractors license. **EXCEPT:** On public buildings being bid single prime, where the total value of the general construction does not exceed 25% of the total construction value, contractors under GS87- Arts 2 and 4 (Plumbing, Mechanical & Electrical) may bid and contract directly with the Owner as the SINGLE PRIME CONTRACTOR and may subcontract to other properly licensed trades. [GS87-1.1- Rules .0210](#)

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price.

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 30 days.

The owner reserves the right to reject any or all bids and to waive informalities.

Designer:  
Atlas Engineering, Inc.  
551-A Pylon Drive, Raleigh, NC 27604  
(919) 420-7676  
PM- Kelli Wilcox: (919) 931-0961 (M)  
[Kelli@atlasnc.com](mailto:Kelli@atlasnc.com)

Owner:  
NC Dept. of Health and Human Services  
Division of Property and Construction  
2104 Umstead Drive  
Raleigh, NC 27603  
PM- Medhat Metry: (919) 279-1462  
[medhat.metry@dhhs.nc.gov](mailto:medhat.metry@dhhs.nc.gov)