



## Invitation for Bid No. 2025-052

### Union County Progress Building Roof Replacement

**Due Date:** November 06, 2025  
**Time:** 3:00 PM Local Time  
**Receipt Location:** Union County Procurement and Contract Management  
610 Patton Avenue  
Monroe, NC 28110

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

**Due Date:** October 21, 2025  
**Time:** 11:00 AM Local Time  
**Location:** Union County Progress Building  
1407 Airport Road  
Monroe, NC 28110

#### **Procurement Representative:**

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

#### **Prepared by:**

Zachary Marlowe  
Associate Project Engineer  
REI Engineers Inc.  
1927 J. N. Pease Place, Suite 201  
Charlotte, NC 28262

**PROJECT MANUAL – 100% CONSTRUCTION DOCUMENTS**

IFB 2025-052

**Union County Progress Building Roof Replacement**

1407 Airport Road  
Monroe, NC 28110

**Architect Project No. R25CLT-072**

**OWNER**

UNION COUNTY, NORTH CAROLINA  
500 N. MAIN STREET  
MONROE, NORTH CAROLINA

**ARCHITECT**

Gensler Architecture, Design & Planning, P.C. D/B/A Gensler  
101 South Tryon Street  
Suite 2100  
Charlotte, NC 28280  
(704) 377-2725

**Building Enclosure**

REI Engineers, Inc.  
1927 J. N. Pease place  
Suite 201  
Charlotte, NC 28262  
(704) 596-0331

**CONSTRUCTION DOCUMENTS 09.12.2025**

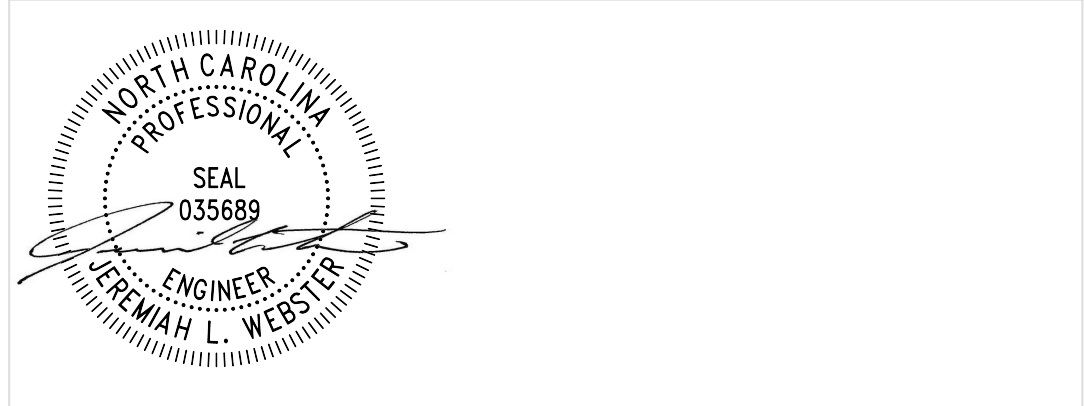
Gensler		IFB 2025-052
100% Construction Documents 09-12-2025	00 01 01	Union County Progress Building Roof Replacement

PART 1 GENERAL

1.1 SUMMARY

- A. Design Firm for Union County Progress Building Roof Replacement with Project Manual dated 09-12-2025:
1. REI Engineers, Inc., 1927 J.N. Pease Place, Suite 201, Charlotte, NC 28262.
  2. North Carolina Firm License C-1520

**Professional Engineer**



END OF SECTION

UNION COUNTY, NORTH CAROLINA

**Union County Progress Building Roof Replacement  
IFB 2025-052**

ADVERTISEMENT FOR BIDS

Sealed Bids for Union County Progress Building Roof Replacement will be **received by Union County Procurement and Contract Management**, 610 Patton Avenue, Monroe, North Carolina 28110 **until 3:00 PM local time on November 6, 2025**, at which time the Bids received 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 – 2025-052”** and shall be addressed to Union County Procurement and Contract Management, Attn: Vicky Watts, 610 Patton Avenue, Monroe, NC 28110.

A Non-Mandatory Pre-Bid meeting will be held on **October 21, 2025, at 11:00 AM** local time at 1407 Airport Road, Monroe, NC 28110. Attendance at this meeting is strongly encouraged.

**Scope of Work:** Work to include reroofing the office building located at 1407 Airport Road, Monroe, NC 28110. Based on the site information, the existing roof system is approximately 5,100 square feet and consists of a stone ballast EPDM roof system. The roof drains to a gutter on the northwest side of the roof and a short parapet wall makes up the remaining perimeter. There are numerous curb-mounted mechanical units and pipe vents located across this roof area. There is also a gas line that feeds each unit that extends across the length of the roof. This building was constructed in the mid-1990s and contains the original roof system. Scope of work includes removal of existing stone ballast, removal of existing roofing membrane and insulation down to decking. Removal of existing metal coping, gutters, and downspouts. New roofing and insulation to be installed per design drawings. New metal copings, metal flashing, gutters, and downspouts to be provided. Existing gas pipes at roof to be painted yellow. Two (2) new 4” plastic pads at existing condensing units to be provided.

The Work includes coordinating with Union County Facilities and Fleet Management for access, security, and shutdowns.

Bids will be received for a single prime Contract. Bids shall be on a lump sum basis as set forth in the Bid Form.

**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 October 23, 2025.** Questions will be addressed via Addenda no later than 7 days prior to bid date.

The Issuing Office for the Bidding Documents is:

Name of Issuing Office: Gensler  
Address: 101 South Tryon Street  
Suite 2100  
Charlotte, NC 28280  
Contact Name: Taras Kes  
Contact E-mail Address: Taras\_Kes@gensler.com  
Contact Phone: (704) 338-0221

Prospective Bidders may examine the Bidding Documents at Union County Procurement and Contract Management at 610 Patton Avenue, Monroe, North Carolina 28110 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.

Gensler		IFB 2025-052
100% Construction Documents 09-12-2025	00 11 13	Union County Progress Building Roof Replacement

Bidding Documents are available in electronic or printed form from Duncan-Parnell via their bid room at <https://bidroom.duncan-parnell.com> Registration with Duncan-Parnell is required to obtain the bid documents. There is no charge for registration. Printed hard copies 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)                      \$50.00 plus tax
- Printed Set and Digital Set      \$75.00 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.

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.

Union County 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

Gensler		IFB 2025-052
100% Construction Documents 09-12-2025	00 11 13	Union County Progress Building Roof Replacement