

Notice to Bidders



Request for Bids (RFB) For

Roof Replacement - Transit Campus

For

**Town of Chapel Hill
Chapel Hill, North Carolina**

BID:	P26-118
CATEGORY:	Construction
PROJECT:	Roof Replacement –Transit Campus
FROM:	Lenore Bishop, Purchasing & Contracts Manager
NOTICE DATE:	February 3, 2026
SUBMISSION DATE:	March 12, 2026, at 2:00 PM EST

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals for the Roof Replacement – Transit Campus (the “Project) to be furnished to the Town of Chapel Hill, N.C. will be received by Lenore Bishop, Purchasing and Contracts Manager, at the Town Hall in the First Floor Conference Room 102, 405 Martin Luther King Jr. Boulevard, Chapel Hill, N.C., until **March 12, 2026 at 2:00 PM EST**, at which time they will be opened and publicly read. **Please allow extra time for parking, as it may be necessary to park at the Wallace Parking Deck located at 150 E. Rosemary Street approximately 4 blocks from the Town Hall or at alternative locations.**

Prospective bidders may view the plans and specifications for the proposed project on the Town of Chapel Hill website (www.chapelhillnc.gov, Click on the “Town Government” menu, then “Doing Business with Chapel Hill” option, then select Bids: Current, then the name of this project).

A **mandatory** pre-bid conference will be held on February 20, 2026, at 10:00 AM EST, in the First Floor Conference Room 102, Town Hall, 405 Martin Luther King Jr. Blvd, Chapel Hill, NC. All potential bidders are hereby notified that attendance at the **mandatory** pre-bid conference is required for bids to be considered by the Town of Chapel Hill; failure to attend will disqualify bid.

The Project Manager for this project is Peter Aube, Transit, Town of Chapel Hill. All requests for interpretations related to this RFB must be submitted in writing to the Project Manager at paube@townofchapelhill.org by 5:00 p.m. EST on February 25, 2026. All responses to timely submitted requests for interpretations will be published in the form of an addendum on the Town’s website on March 4, 2026.

For questions on the bidding procedures, contact the Town’s Purchasing Division at 919-969-5022.

The Town of Chapel Hill reserves the right to reject any and all bids for any reason or no reason and to accept the bid most favorable to the Town of Chapel Hill.

Instructions to Bidders



For

Roof Replacement – Transit Campus

For

**Town of Chapel Hill
Chapel Hill, North Carolina**

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This bid package includes the following documents:

Notice to Bidders

Instructions to Bidders

Bid Proposal Form

01 - Contract between Owner & Contractor with Performance and Payment Bonds (sample)

02 - General Conditions of the Contract for Construction

03 - Minority Business Enterprise Guidelines and Affidavits – **Return with Bid**

04 - Technical Specifications

Project Summary: The Town is seeking a qualified construction contractor to replace the roof at the Chapel Hill Transit Campus.

Projected Project Schedule:

The Town's goal to use the following schedule if possible:

Bid Request Issued:	2/3/2026
Mandatory Pre-Bid Conference:	02/20/2026 at 10:00 AM EST
Requests for Interpretation Due:	02/25/2026 at 5:00 PM EST
Addendum Published:	03/4/2026
Bids Due:	03/12/2026 at 2:00 PM EST
Town Council Approval:	03/25/2026
Contract Execution:	4/24/2026
Project Completion Date:	90 Days after Notice to Proceed is issued

Contacts:

For Questions about the Proposed Project:

Peter Aube, Maintenance/Project Manager
Transit
Town of Chapel Hill
Phone: 919-969-4939
Email: paube@townofchapelhill.org

For Questions about Bidding Procedures:

Town of Chapel Hill
Purchasing Division
Phone: 919-969-5022
Email: lbishop@townofchapelhill.org

**PLEASE READ ALL INSTRUCTIONS CAREFULLY
BEFORE PREPARING AND SUBMITTING YOUR BID**

All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement shall cause the bid to be considered irregular and shall be grounds for rejection of the bid.

I. PRE-SUBMISSION PROCEDURES:

- A. Requests For Interpretations.** Bidders in doubt as to the meaning of any part of the instructions, specifications, or other documents furnished with or referenced by these Instructions, may submit questions in writing to Peter Aube at paube@townofchapelhill.org by the "Requests for Interpretation Due" date and time specified above. No further requests for interpretation will be accepted after the deadline.
- B. Addenda.** All responses to timely submitted requests for interpretations will be emailed in the form of an addendum to prospective bidders who attend the mandatory pre-bid conference. Bidders shall ascertain that they have received all addenda issued and shall acknowledge their receipt on the Formal Bid Proposal Form, furnished with the specifications.
- C. Pre-Bid Conference.** A **mandatory** pre-bid conference will be held on **February 20, 2026**, in the First Floor Conference Room 102 at Town Hall, 405 Martin Luther King Jr. Blvd, Chapel Hill, NC. All potential bidders are hereby notified that attendance at the **mandatory** pre-bid conference is required for bids to be considered by the Town of Chapel Hill; failure to attend will disqualify bid. An optional visit to the site will be offered immediately following the pre-bid conference.
- D. Expectations for Contract.** It is intended that the successful bidder shall furnish all tools, equipment, machinery, apparatus, labor and materials necessary to complete all work required under the terms of such contract(s) as may be entered into.

II. SUBMISSION OF BIDS:

- A. Receipt of Bids.** Sealed proposals for the furnishing of labor, materials, equipment, and services for construction of the Project will be received by the Purchasing & Contracts Manager at the Town of Chapel Hill Town Hall, 405 Martin Luther King Jr. Blvd., Chapel Hill, North Carolina, **until March 12, 2026 at 2:00 PM EST**. Bids shall be enclosed in a sealed envelope addressed to the Purchasing & Contracts Manager, Town of Chapel Hill, 405 Martin Luther King Jr. Blvd., Chapel Hill, North Carolina 27514, and clearly

marked "Bid Proposal – Roof Replacement – Transit Campus". The bidder's state contractor license number shall be printed in the lower left hand corner of the envelope containing the bid.

- B. Bid Opening.** All bids received will be opened promptly and read at the specified hour and date set forth in the Notice to Bidders.
- C. Bid Bond/Deposit.** No proposal shall be considered or accepted by the Town of Chapel Hill unless, at the time of its filing, the proposal shall be accompanied by a deposit with the Town of Chapel Hill of cash, a cashier's check or a certified check on a bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to but not less than five percent (5%) of the proposal. In lieu of making the cash deposit, as provided above, bidders may file a Bid Bond executed by a corporate surety licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. This deposit shall be retained by the Town of Chapel Hill if the successful bidder fails to execute the contract within ten (10) days after the award or fails to give satisfactory surety as required. **Bid bond shall be enclosed in a separate sealed envelope with "Bid Bond" printed on the envelope.**
- D. Licenses.** Bidders are hereby notified that Chapter 87 of the North Carolina General Statutes will be observed in receiving and awarding the Contract(s). Accordingly, Bidders must have proper license(s) under the State laws governing their respective trade(s).
- E. Bid Proposal Form.** Bids shall be submitted on the Bid Proposal Form furnished with the specifications and **must** be completed in ink or typewritten without erasure, interlineations or changes. All prices shall be stated in numerals. In case of conflict, unit prices will take precedence over unit price extensions.
- F. Execution of Bids.**
1. **Corporations.** Bids by corporations shall be executed in the corporate name by the President or Vice-President (or other duly authorized corporate officer accompanied by evidence of authority to sign), and the corporate seal be affixed and attested by the Secretary or Assistant Secretary of the corporation. The officer's' signature shall be notarized. The corporate address and state of incorporation shall be shown above the signature.
 2. **Partnerships.** Bids by partnerships must be executed in the partnership name and signed by a partner, the partner's title must appear under the partner's notarized signature, and the official address of the partnership and the names of all partners must be typed or printed below the signature.
 3. **Other Business Entities.** Bids other than by corporations or partnerships shall be executed by the owner of the firm submitting a bid, in the presence of a notary public whose signature and seal attest said signature.
- G. Minority and Women Owned Enterprises.** Bidder shall make a good faith effort to ensure that, whenever possible, subcontracts are awarded to minority and women's business enterprises in accordance with Town policy. See General Conditions for additional information. Documents must be included with bid at the time of submission.
- H. Familiarity with Project Conditions.** Bidders are required to and shall inform themselves fully of the conditions relating to the construction project and labor under which the work will be performed, and a

contractor must employ, insofar as is possible, such methods and means in carrying out the work so as not to cause any interruption and/or interference with any other contractor(s).

I. **Sales Tax.** All bid prices shall include sales taxes.

III. **MINIMUM REQUIREMENTS FOR CONTRACT EXECUTION AND PERFORMANCE:**

A. **Form of Contract.** The contract to be awarded as a result of this RFB will be in substantially the same form and content as the sample "Contract between Owner and Contractor with Performance and Payment Bonds" included in this bid package. In the event that additional terms and conditions are proposed to be attached to said contract, there shall be none of the following unless Town's express prior written agreement is obtained: (i) any limitation on, or disclaimer of, implied or express warranties or the liability of Contractor; (ii) any limitation on damages, including a limitation on consequential damages; (iii) any requirement for arbitration or for mandatory mediation; (iv) any requirement that Town officials or employees keep information confidential or that records be kept confidential by the Town, unless the requirement for confidentiality meets the requirements of the North Carolina Public Records law.

B. **Federal Requirements.** This project uses no federal or State funding; therefore, federal requirements do not apply.

C. **Performance and Payment Bonds.** Performance and Payment Bonds, issued in accordance with Article 3 of Chapter 44A of the General Statutes, each having a penal sum in the full amount of the contract sum, will be required on such contract(s) as may be awarded.

D. **Insurance Provisions.** The successful bidder shall procure and maintain during the life of the contract the Insurance Provisions as outlined in Article 33 of the General Conditions of the Contract for Construction. Required coverage limits will be 1) Commercial General Liability and Business Automobile - \$1,000,000 per occurrence and 2) Workers' Compensation - \$100,000 for both employer's liability and bodily injury by disease for each employee and \$500,000 for the disease policy limit. The Town shall be named as an additional insured for Commercial General Liability and Business Automobile policies. Based on nature of services to be provided by the contractor and assessment of risk posed to the Town, the Town may require evidence of supplementary insurance coverages.

E. **Commencement of Work.** The successful bidder will be required to commence work immediately upon receipt Notice to Proceed issued by the owner.

F. **Time to Complete Work.** Bidder's attention is called to the contract time limit allowed to complete the work specified after the date of the Notice to Proceed.

G. **Billing and Payment.** The Contractor shall submit a bill to the Town for work performed under this contract. The Contractor shall bill, and the Town shall pay the rates set forth Therein. Payment will be made by the Town within thirty (30) days of receipt of an accurate invoice, approved by the by the Contract Coordinator.

H. **Scope of Work.** For details, bidders should refer to the attached Technical Specifications.

IV. GENERAL PROVISIONS:

- A. OSHA Requirements:** The contractor shall comply with applicable OSHA safety regulations while performing work for the Town of Chapel Hill. This includes provisions for safety of workers, pedestrians and motorists within the work zone.
- B. Rejection of Bids.** The Town of Chapel Hill reserves the right to reject any and all bids and to waive any and all informalities therein and to award a contract in the best interest of the Town of Chapel Hill. The award shall, if made, be to the lowest responsible bidder taking into consideration quality, performance references, and the time specified in the proposal for the performance of the contract. The Town of Chapel Hill further reserves the right to accept any bid in part without incurring any obligation as to the rejected portion of the bid and to re-solicit bids on the required services, or to reject any and all bids and formally advertise for bids on the required services or portions thereof.
- C. Quality of Work.** All materials furnished and work performed shall be strictly of the best quality of their respective kinds and suitable for the use intended, subject to approval by the Town. Unless otherwise specified, all materials shall be new, unused, and of recent manufacture. All equipment and tools shall be clean and in good working order. All workers shall be qualified in the work assigned and to operate equipment or machinery as directed.
- D. Submittals.** Samples, drawings, manufacturer's cut sheets, and other information pertaining to specified materials and furnishings shall be submitted in a timely manner for approval by the Town. Only materials and furnishings approved in writing by the Town shall be used in completion of the project. No substitutions or deletions are allowed without prior written authorization by the Town.
- E. Quantities.** The quantities shown on the Informal Bid Proposal Form are estimates only. They are not exact and should not be so construed. Payment will be made on unit prices.
- F. Payment.** Progress payment will be made on ninety-five percent (95%) of the estimated work done. The Town of Chapel Hill shall retain the remaining five percent (5%) until acceptance of all work contracted for is fully completed. Contractor must submit an affidavit stating that all payments for materials, labor, services or subcontracted Work in connection with this Contract have been satisfied, and that no claims or liens exist against the Contractor in connection with this Contract.

V. TECHNICAL PROVISIONS:

- A. Demolition.** The limits of demolition shall be marked and reviewed with a representative of the Town prior to any demolition activity.
- B. Coordination.** The Contractor shall coordinate with other contractors and so arrange the work as to cause the least inconvenience to all concerned. Every effort shall be made to prevent disruption of access to adjacent properties by the public.
- C. Restoration.** The Contractor shall be responsible for and correct all damage from all causes, until the final completion and acceptance of the entire work. All private and public property disturbed in the process of project construction shall be restored to the condition existing prior to construction or as otherwise specified on the plans.

- D. **Erosion and Sediment Control Measures.** Erosion and sedimentation control devices shall be installed as needed and maintained according to the standards of the Town and Orange County. The Contractor shall immediately correct any deficiencies in erosion and sedimentation measures identified by the Town or local state agency. The Contractor shall indemnify and hold harmless the Town for any penalties imposed against the Town by any local or state agency for the Contractor's failure to install and properly maintain erosion and sedimentation control devices.
- E. **Demolition and Construction Debris.** Disposal of all waste material from construction sites shall be made in strict accordance with all Town ordinances pertaining to disposal of construction waste.

VI. CONSTRUCTION MANAGEMENT AND TRAFFIC CONTROL

- A. **Date and Hour Restrictions.** Work will be allowed Monday through Saturday from 7AM to 5PM. No work will be permitted on Sundays. No work will be permitted during UNC's final exams weeks or graduation weekend. Dates for these events will be provided during the pre-bid meeting.
- B. **Access to Adjacent Properties.** A travel lane in the lower surface lot for Emergency egress for the public and access for emergency services vehicles needs to be maintained at all times. The contractor will coordinate with the project manager to ensure access is maintained to fire station bays.
- C. **Traffic Control.** Traffic control will be the responsibility of the contractor. The contractor shall submit a traffic control plan to Peter Aube or Designee for review and approval at least five (5) working days prior to the start of work. (The Town will waive the permit cost for the traffic control plan.) All traffic control devices and signs to warn the traveling public should be in accordance with the latest Manual on Uniform Traffic Control Devices and all supplements thereto. The cost shall be incidental to the project. The Contractor shall furnish, erect, operate, relocate, maintain and remove all temporary traffic control devices and traffic control signage necessary for notifying and controlling both pedestrian and vehicular traffic. Traffic control signs will be in place a minimum of 48 hours and no more than 96 hours before any construction activity begins. Regulatory signs must remain in place during demolition and construction.

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BID PROPOSAL FORM

BID: P26-118

Roof Replacement – Transit Campus
Town of Chapel Hill
Transit Department
Chapel Hill, NC

Bidder: _____

Bid Date: _____

To: Purchasing & Contracts Manager
Town of Chapel Hill
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514

The undersigned, as Bidder, proposes and agrees if this proposal is accepted to contract with the Town of Chapel Hill for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the Town of Chapel Hill and Atlas Engineering, for the sum of:

Total Base Bid:	_____dollars	\$
Total Bid Alternate 01:	Clean, prepare, prime, and install coating on the Fuel Facility in lieu of replacing the membrane. If this bid alternate is accepted, then Bid Alternate 03 will be rejected and not considered for award. (Add/Deduct)	
	_____dollars	\$
Total Bid Alternate 02:	Clean, prepare, prime, and install coating on the Wash Facility in lieu of replacing the membrane. If this bid alternate is accepted, then Bid Alternate 04 will be rejected and not considered for award. (Add/Deduct)	
	_____dollars	\$
Total Bid Alternate 03:	Remove the Fuel Facility from the from the Base Bid. If this bid alternate is accepted, then Bid Alternate 01 will be rejected and not considered for award. (Deduct)	
	_____dollars	\$
Total Bid Alternate 04:	Remove the Wash Facility from the Base Bid. If this bid alternate is accepted, then Bid Alternate 02 will be rejected and not considered for award. (Deduct)	
	_____dollars	\$

UNIT PRICES

Unit prices are submitted by the undersigned Bidder as a proposed basis for additive or deductive adjustment in the event contract changes in the work are required involving items described. Unit prices shall include all fees, taxes (if specified in the Instructions to Bidders), profit, bond, overhead and similar items. Unit prices are based on same standard of materials in contract documents. Unit prices are in addition to the work outlined in the specifications. Unit prices are listed below.

Item	Estimated Quantity	Unit Price
Metal Deck Replacement per Section 024100	25 sq. ft	\$
Metal Deck Restoration per Section 024100	500 sq. ft.	\$
Metal Deck Repair Section 024100	50 sq. ft.	\$
Wood Blocking Replacement per Section 061000	100 bd. ft.	\$
Plywood Replacement per Section 061000	100 sq. ft.	\$
Thermal Barrier Replacement per Section 075400	100 sq. ft.	\$
Extruded Polystyrene Replacement per Section 075400	200 bd. ft.	\$
Drain Replacement	1 ea.	\$
Drain Clamping Ring Replacement	5 ea.	\$
Additional Walk Tread Installation per Section 075400	100 ln. ft.	\$

The Town of Chapel Hill reserves the right to remove any work from the contract and its corresponding Base Bid.

The undersigned further agrees that this proposal shall be valid for a period of sixty (60) days from the date of receipt of the bids and that if this proposal is accepted by the Town of Chapel Hill within this period, the Bidder will execute the contract form and provide surety bonds as described in the Contract and required by North Carolina General Statutes.

The undersigned further agrees to begin the work promptly upon receipt of Notice to Proceed and to pursue the work with an adequate work force to complete the work within 90 days from Notice to Proceed to substantial completion.

ADDENDA ACKNOWLEDGEMENT

The undersigned further 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 _____

BID PROPOSAL FORM
BID: P26-118
Roof Replacement – Transit Campus

SUBMITTED BY THE FOLLOWING CORPORATION:

Name of Corporation: _____
Address: _____
State of Incorporation: _____
By: _____
Printed Name: _____
Title: _____

ATTEST:
By: _____
Printed Name: _____
Title: _____

CORPORATE SEAL

STATE OF _____
COUNTY OF _____

I, _____, a Notary Public of the State of _____,
_____ County, certify that _____, personally came before me this day
and acknowledged that he/she is the _____ of _____, a
_____ corporation, and that by authority duly given and as the act of the corporation, the foregoing
instrument was signed in its name by _____, its _____, sealed
with its corporate seal and attested by him/her as its _____.

Witness my hand and seal, this _____ day of _____, 20____.

Notary Public
My commission expires: _____

SEAL

BID PROPOSAL FORM
BID: P26-118
Roof Replacement – Transit Campus

SUBMITTED BY THE FOLLOWING PARTNERSHIP:

Name of Partnership: _____

By: _____

Printed Name: _____

Title: _____

Partnership Address: _____

List of all Partners:

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public of the State of _____,
_____ County, certify that _____ personally appeared
before me this day and acknowledged the due execution of the foregoing instrument.
Witness my hand and seal, this _____ day of _____, 20____.

Notary Public

My commission expires: _____

SEAL

BID PROPOSAL FORM
BID: P26-118
Roof Replacement – Transit Campus

SUBMITTED BY THE FOLLOWING BUSINESS ENTITY OTHER THAN CORPORATION OR PARTNERSHIP:

Name of Business Entity: _____

By: _____

Printed Name: _____

Title: _____

Business Entity Address: _____

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public of the State of _____,
_____ County, certify that _____ personally appeared
before me this day and acknowledged the due execution of the foregoing instrument.
Witness my hand and seal, this _____ day of _____, 20____.

SEAL

Notary Public
My commission expires: _____