

AIA® Document A701® – 2018

Instructions to Bidders

for the following Project:
(Name, location, and detailed description)

Greensboro ABC Bantiff Way Retail Store
106 Bantiff Way, Greensboro, NC 27406

Single story retail store with a gross square footage of 7,054 divided between sales floor and warehouse. Structural steel framed building with infill metal studs, masonry, and storefront glass, low sloped roof, and canopy features. Associated site work includes grading, paving, curb and gutter, storm drainage, and landscaping. Loading dock area with concrete pad, pallet lift, and masonry site walls.

THE OWNER:

(Name, legal status, address, and other information)

Greensboro ABC Board
115 N. Cedar St.
Greensboro, NC 27401

THE ARCHITECT:

(Name, legal status, address, and other information)

Summit Design and Engineering Services, PLLC
3301 Benson Drive, Suite 400
Raleigh, NC 27609

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ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612™–2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions. The Proposed Contract Documents enumerated in Article 8 are what Owner intends to utilize for this Project, however Owner reserves the right to make revisions to such Proposed Contract Documents at the time of contract award.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written, or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 By submitting a Bid, the Bidder represents that:

- .1 the Bidder has read and understands the Bidding Documents;
- .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- .3 the Bid complies with the Bidding Documents;
- .4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception;
- .6 the Bidder has read and understands the provisions for liquidated damages set forth in the form of Agreement between the Owner and Contractor in the amount of \$500.00 per day for each day the Project is delayed beyond the scheduled Substantial Completion date.
- .7 the Bidder is a properly licensed Contractor according to the laws and regulations of North Carolina and meets qualifications indicated in the Procurement and Contracting Documents.
- .8 all Sub-Contractors under contract with the Bidder (General Contractor) are to be licensed to perform work in North Carolina and must also have a permanent office in the State where mail can be received.
- .9 the Bidder has incorporated into the Bid adequate sums for work performed by installers whose qualifications meet those indicated in the Procurement and Contracting Documents.
- .10 the Bid does include payment for any permits or fees associated with the Project.

ARTICLE 3 BIDDING DOCUMENTS

§ 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding

(Paragraphs deleted)

Documents electronically from Owner's website located at www.greensboroabc.com and the State of North Carolina's EVP System located at <https://evp.nc.gov>. All bid documents will be made available electronically only. No physical copies will be provided.

§ 3.1.2 Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.

§ 3.1.3 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

§ 3.1.4 Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

§ 3.1.5 The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

§ 3.2 Modification or Interpretation of Bidding Documents

§ 3.2.1 The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

§ 3.2.2 Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)

All requests for information shall be sent via email to Barbara Wagner (Barbara.Wagner@Summitde.com).

§ 3.2.3 Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3 Substitutions

§ 3.3.1 The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

§ 3.3.2 Substitution Process

§ 3.3.2.1 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

§ 3.3.2.2 Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.

§ 3.3.2.3 If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.

§ 3.3.3 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.4 If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

§ 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)

All addenda will be uploaded to the location of the original bid documents.

§ 3.4.2 Addenda will be available where Bidding Documents are on file.

§ 3.4.3 Addenda may be issued at any time prior to the receipt of bids.

§ 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

§ 3.4.4.1 Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:

§ 3.4.4.1.1 Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.

§ 3.4.4.1.2 Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

ARTICLE 4 BIDDING PROCEDURES

§ 4.1 Preparation of Bids

§ 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.

§ 4.1.1.1 Printable electronic Bid Forms and related documents are available from Architect.

§ 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal

affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

§ 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

§ 4.1.9 The Bid shall include unit prices when called for by the Procurement and Contracting Documents. Owner may elect to consider unit prices in the determination of award. Unit prices will be incorporated into the Contract.

§ 4.1.10 Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.

§ 4.1.11 Bids shall include sales and use taxes. Contractors shall show separately with each monthly payment application the sales and use taxes paid by them and their subcontractors in the form indicated. Reimbursement of sales and use taxes, if any, shall be applied for by Owner for the sole benefit of Owner.

§ 4.1.12 In order for Owner to properly evaluate Bids for responsiveness, Bidders must a properly executed AIA Document A305™, Contractor's Qualification Statement including Exhibits A-E, To the extent not covered by the A305 and its Exhibits, Bidders should additionally provide the following information in connection with their submitted Bid:

- .1 a brief description of the Bidder's company size and corporate organizational structure which shall include:
 - .1 Bidder's financial stability: attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Indicate Dunn & Bradstreet rating if one existing. (Bidders must provide financial information but may submit this information separately and/or clearly indicate a request for confidentiality to avoid this item becoming part of a public record.);
 - .2 Bidder's capacity and resources; and
 - .3 Bidder's bonding capabilities.
- .2 Bidder demonstrates success in meeting established schedules and budgets, and provides satisfactory references related to that success.
- .3 a description of Bidder and its key personnel's past success in meeting established schedules and budgets for projects of similar size and complexity as a general contractor, providing project examples with the following supporting information:
 - .1 Budget/GMP vs. final actual cost;
 - .2 Anticipated schedule vs. actual completion; and
 - .3 Explanations for material deltas in cost or schedule, if any.
- .4 a description of Bidder's and its key personnel's bonding and litigation history over the last 10 years with respect to bond claims, instances of proven negligence, fraud, or intentional misrepresentation or claims which shall include:
 1. Description of any instances of litigation in the last 10 years for Bidder or any Related Entity, first-tier subcontractors, or key Bidder individuals where negligence, fraud, or intentional misrepresentations were alleged, or any judgments were assessed. Related Entity means any parent, subsidiary, affiliate, or guarantor of Bidder and first-tier subcontractors;
 2. A statement as to whether there any cases pending against Bidder, a Related Entity, or officer of either, that, if adversely resolved, would pose a material risk of insolvency to either the Bidder or guarantor, or materially affect the Bidder's or guarantor's ability to perform their obligations. Describe if the Bidder or any Related Entity has a history of bankruptcy or termination of contracts for cause.
 3. List and describe any and all cases in the past 10 years involving any claim against the Bidder or any first tier subcontractor's payment or performance bond. Explain the circumstances of each, and how each case was resolved, or if the surety company issuing the bond(s) acted upon or expended funds from the bond issuance to satisfy the claim.
 4. List and describe any and all cases in the past 10 years of Bidder being threatened with, or actually assessed, liquidated damages and the circumstances surrounding each threat or assessment and how each threat or assessment was resolved.

§ 4.1.13 In accordance with the City of Greensboro's Minority/Women Business Enterprise Program Plan for Construction, Professional Services, Goods, and Other Services (the "M/WBE Plan") available at <https://www.greensboro-nc.gov/home/showpublisheddocument/22981/637000731375630000>, Owner has adopted a MBE participation goal for this Project of eighteen percent (18%) and a WBE participation goal for this Project of twenty percent (20%). The terms "MBE" and "WBE" have the definitions provided for in the Plan.

§ 4.2 Bid Security

§ 4.2.1 Each Bid shall be accompanied by the following bid security:

(Insert the form and amount of bid security.)

Bid Bond shall be equal to and not less than one percent (1%) of the total bid amount.

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

§ 4.2.3 If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning 21 days after the opening of Bids, withdraw its Bid and request the return of its bid security.

§ 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)

All Bid forms and Bid Bonds are to be submitted physically on Wednesday, July 17, 2024; at 2:00 PM at 115 N. Cedar St, Greensboro, North Carolina 27401.

§ 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.2.1 Include Bidder's Contractor License Number applicable in Project jurisdiction on the face of the sealed bid envelope.

§ 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

§ 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

§ 4.4 Modification or Withdrawal of Bid

§ 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving

party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

§ 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

§ 4.4.2.1 Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.

§ 4.4.2.2 Owner will consider modifications to a bid written on the sealed bid envelope by authorized persons when such modifications comply with the following: the modification is indicated by a percent or stated amount to be added to or deducted from the Bid; the amount of the Bid itself is not made known by the modification; a signature of the authorized person, along with the time and date of the modification, accompanies the modification. Completion of an unsealed bid form, awaiting final figures from the Bidder, does not require power of attorney due to the evidenced authorization of the Bidder implied by the circumstance of the completion and delivery of the Bid.

§ 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a material clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, and to the extent permitted by applicable law, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:
(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)

If the lowest and most qualified Bidder is selected after the non-withdraw date and such Bidder discovers material errors that affect their bid and cause the Bidder to request withdrawal of their bid, then the Bidder is required to forfeit bid security in the full amount to the Owner at point of written notification of withdrawal to Architect. However, if material error(s) cause a Bidder who is not the lowest and most qualified bidder to request withdrawal of their bid, then the Bidder's security will be held by the Owner until the Owner enters into an agreement with the selected back-up Bidder.

§ 4.5 Break-Out Pricing Bid Supplement

§ 4.5.1 Provide detailed cost breakdowns on forms provided no later than two business days following Architect's request.

§ 4.6 Subcontractors, Suppliers, and Manufacturers List Bid Supplement

§ 4.6.1 Provide list of major subcontractors, suppliers, and manufacturers furnishing or installing products on forms provided no later than two business days following Architect's request. Include those subcontractors, suppliers, and manufacturers providing work totaling three percent or more of the Bid amount. Do not change subcontractors, suppliers, and manufacturers from those submitted without approval of Architect.

ARTICLE 5 CONSIDERATION OF BIDS

§ 5.1 Opening of Bids

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened.

§ 5.2 Rejection of Bids

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

§ 5.2.1 Owner reserves the right to reject a bid based on Owner's and Architect's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of

authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.

§ 5.2.2 In determining the lowest responsible, responsive bidder, the Owner shall take into consideration the Bidder's compliance with the requirements of G.S. 143-128.2(c) as it relates to the MBE and WBE goals outlined in Section 4.1.13, the past performance of the Bidder on construction contracts with particular concern given to completion times, quality of work, cooperation with other contractors, and cooperation with the designer and owner. Failure of the low bidder to furnish affidavit and/or documentation as required by G.S. 143-128.2(c) shall constitute a basis for disqualification/rejection of the bid.

§ 5.3 Acceptance of Bid (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

ARTICLE 6 POST-BID INFORMATION

§ 6.1 Contractor's Qualification Statement

As outlined above, Bidders shall provide a properly executed AIA Document A305™, Contractor's Qualification Statement with supporting exhibits with their Bid package.

§ 6.2 Owner's Financial Capability

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

§ 6.3 Submittals

§ 6.3.1 After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each;
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work;
- .4 submit information requested in Sections 6.3.1.1, 6.3.1.2, and 6.3.1.3 no later than two business days following Architect's request.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

§ 7.1 Bond Requirements

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.1.1 Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.

(Paragraphs deleted)

§ 7.2 Time of Delivery and Form of Bonds

§ 7.2.1 The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

§ 7.2.3 Bonds shall be executed and be in force on the date of the execution of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

ARTICLE 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

§ 8.1 Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor

(Paragraph deleted)

- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds

- .3 AIA Document A201™-2017, General Conditions of the Contract for

(Paragraphs deleted)

Construction

- .4 Drawings
(See attached)

- .5

(Paragraphs deleted)

Specifications

(Table deleted)

(Paragraphs deleted)

(See attached)

Additions and Deletions Report for AIA® Document A701® – 2018

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 14:19:53 ET on 06/17/2024.

PAGE 1

Greensboro ABC Bantiff Way Retail Store
106 Bantiff Way, Greensboro, NC 27406

Single story retail store with a gross square footage of 7,054 divided between sales floor and warehouse. Structural steel framed building with infill metal studs, masonry, and storefront glass, low sloped roof, and canopy features. Associated site work includes grading, paving, curb and gutter, storm drainage, and landscaping. Loading dock area with concrete pad, pallet lift, and masonry site walls.

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Greensboro ABC Board
115 N. Cedar St.
Greensboro, NC 27401

...

Summit Design and Engineering Services, PLLC
3301 Benson Drive, Suite 400
Raleigh, NC 27609

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§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions. The Proposed Contract Documents enumerated in Article 8 are what Owner intends to utilize for this Project, however Owner reserves the right to make revisions to such Proposed Contract Documents at the time of contract award.

...

§ 1.3 Addenda are ~~written~~ written, or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

...

- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception;~~and~~
- .6 the Bidder has read and understands the provisions for liquidated ~~damages, if any, damages~~ set forth in the form of Agreement between the Owner ~~and Contractor and Contractor in the amount of \$500.00 per day for each day the Project is delayed beyond the scheduled Substantial Completion date.~~

- .7 the Bidder is a properly licensed Contractor according to the laws and regulations of North Carolina and meets qualifications indicated in the Procurement and Contracting Documents.
- .8 all Sub-Contractors under contract with the Bidder (General Contractor) are to be licensed to perform work in North Carolina and must also have a permanent office in the State where mail can be received.
- .9 the Bidder has incorporated into the Bid adequate sums for work performed by installers whose qualifications meet those indicated in the Procurement and Contracting Documents.
- .10 the Bid does include payment for any permits or fees associated with the Project.

PAGE 3

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein:
(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall obtain Bidding Documents.)

Documents electronically from Owner's website located at www.greensboroabc.com and the State of North Carolina's EVP System located at <https://evp.nc.gov>. All bid documents will be made available electronically only. No physical copies will be provided.

...

All requests for information shall be sent via email to Barbara Wagner (Barbara.Wagner@Summitde.com).

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All addenda will be uploaded to the location of the original bid documents.

...

§ 3.4.3 ~~Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids may be issued at any time prior to the receipt of bids.~~

...

§ 3.4.4.1 Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:

§ 3.4.4.1.1 Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.

§ 3.4.4.1.2 Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

...

§ 4.1.1.1 Printable electronic Bid Forms and related documents are available from Architect.

PAGE 5

§ 4.1.9 The Bid shall include unit prices when called for by the Procurement and Contracting Documents. Owner may elect to consider unit prices in the determination of award. Unit prices will be incorporated into the Contract.

§ 4.1.10 Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.

§ 4.1.11 Bids shall include sales and use taxes. Contractors shall show separately with each monthly payment application the sales and use taxes paid by them and their subcontractors in the form indicated. Reimbursement of sales and use taxes, if any, shall be applied for by Owner for the sole benefit of Owner.

§ 4.1.12 In order for Owner to properly evaluate Bids for responsiveness, Bidders must a properly executed AIA Document A305™, Contractor's Qualification Statement including Exhibits A-E. To the extent not covered by the A305 and its Exhibits, Bidders should additionally provide the following information in connection with their submitted Bid:

- .1 a brief description of the Bidder's company size and corporate organizational structure which shall include:
 - .1 Bidder's financial stability: attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Indicate Dunn & Bradstreet rating if one existing. (Bidders must provide financial information but may submit this information separately and/or clearly indicate a request for confidentiality to avoid this item becoming part of a public record.);
 - .2 Bidder's capacity and resources; and
 - .3 Bidder's bonding capabilities.
- .2 Bidder demonstrates success in meeting established schedules and budgets, and provides satisfactory references related to that success.
- .3 a description of Bidder and its key personnel's past success in meeting established schedules and budgets for projects of similar size and complexity as a general contractor, providing project examples with the following supporting information:
 - .1 Budget/GMP vs. final actual cost;
 - .2 Anticipated schedule vs. actual completion; and
 - .3 Explanations for material deltas in cost or schedule, if any.
- .4 a description of Bidder's and its key personnel's bonding and litigation history over the last 10 years with respect to bond claims, instances of proven negligence, fraud, or intentional misrepresentation or claims which shall include:
 1. Description of any instances of litigation in the last 10 years for Bidder or any Related Entity, first-tier subcontractors, or key Bidder individuals where negligence, fraud, or intentional misrepresentations were alleged, or any judgments were assessed. Related Entity means any parent, subsidiary, affiliate, or guarantor of Bidder and first-tier subcontractors;
 2. A statement as to whether there any cases pending against Bidder, a Related Entity, or officer of either, that, if adversely resolved, would pose a material risk of insolvency to either the Bidder or guarantor, or materially affect the Bidder's or guarantor's ability to perform their obligations. Describe if the Bidder or any Related Entity has a history of bankruptcy or termination of contracts for cause.
 3. List and describe any and all cases in the past 10 years involving any claim against the Bidder or any first tier subcontractor's payment or performance bond. Explain the circumstances of each, and how each case was resolved, or if the surety company issuing the bond(s) acted upon or expended funds from the bond issuance to satisfy the claim.
 4. List and describe any and all cases in the past 10 years of Bidder being threatened with, or actually assessed, liquidated damages and the circumstances surrounding each threat or assessment and how each threat or assessment was resolved.

§ 4.1.13 In accordance with the City of Greensboro's Minority/Women Business Enterprise Program Plan for Construction, Professional Services, Goods, and Other Services (the "M/WBE Plan") available at <https://www.greensboro-nc.gov/home/showpublisheddocument/22981/637000731375630000>, Owner has adopted a MBE participation goal for this Project of eighteen percent (18%) and a WBE participation goal for this Project of twenty percent (20%). The terms "MBE" and "WBE" have the definitions provided for in the Plan.

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Bid Bond shall be equal to and not less than one percent (1%) of the total bid amount.

...

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning 21 days after the opening of Bids, withdraw its Bid and request the return of its bid security.

...

All Bid forms and Bid Bonds are to be submitted physically on Wednesday, July 17, 2024; at 2:00 PM at 115 N. Cedar St, Greensboro, North Carolina 27401.

...

§ 4.3.2.1 Include Bidder's Contractor License Number applicable in Project jurisdiction on the face of the sealed bid envelope.

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§ 4.4.2.1 Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.

§ 4.4.2.2 Owner will consider modifications to a bid written on the sealed bid envelope by authorized persons when such modifications comply with the following: the modification is indicated by a percent or stated amount to be added to or deducted from the Bid; the amount of the Bid itself is not made known by the modification; a signature of the authorized person, along with the time and date of the modification, accompanies the modification. Completion of an unsealed bid form, awaiting final figures from the Bidder, does not require power of attorney due to the evidenced authorization of the Bidder implied by the circumstance of the completion and delivery of the Bid.

§ 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a material clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, and to the extent permitted by applicable law, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:

...

If the lowest and most qualified Bidder is selected after the non-withdraw date and such Bidder discovers material errors that affect their bid and cause the Bidder to request withdrawal of their bid, then the Bidder is required to forfeit bid security in the full amount to the Owner at point of written notification of withdrawal to Architect. However, if material error(s) cause a Bidder who is not the lowest and most qualified bidder to request withdrawal of their bid, then the Bidder's security will be held by the Owner until the Owner enters into an agreement with the selected back-up Bidder.

§ 4.5 Break-Out Pricing Bid Supplement

§ 4.5.1 Provide detailed cost breakdowns on forms provided no later than two business days following Architect's request.

§ 4.6 Subcontractors, Suppliers, and Manufacturers List Bid Supplement

§ 4.6.1 Provide list of major subcontractors, suppliers, and manufacturers furnishing or installing products on forms provided no later than two business days following Architect's request. Include those subcontractors, suppliers, and manufacturers providing work totaling three percent or more of the Bid amount. Do not change subcontractors, suppliers, and manufacturers from those submitted without approval of Architect.

...

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly ~~opened and read aloud. A summary of the Bids may be made available to Bidders.~~opened.

...

§ 5.2.1 Owner reserves the right to reject a bid based on Owner's and Architect's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.

§ 5.2.2 In determining the lowest responsible, responsive bidder, the Owner shall take into consideration the Bidder's compliance with the requirements of G.S. 143-128.2(c) as it relates to the MBE and WBE goals outlined in Section 4.1.13, the past performance of the Bidder on construction contracts with particular concern given to completion times, quality of work, cooperation with other contractors, and cooperation with the designer and owner. Failure of the low bidder to furnish affidavit and/or documentation as required by G.S. 143-128.2(c) shall constitute a basis for disqualification/rejection of the bid.

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~~Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect. As outlined above, Bidders shall provide a properly executed AIA Document A305™, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.~~Statement with supporting exhibits with their Bid package.

...

- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each;and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work;Work;
- .4 submit information requested in Sections 6.3.1.1, 6.3.1.2, and 6.3.1.3 no later than two business days following Architect's request.

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§ 7.1.1.1 Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

...

(If Payment or Performance Bonds are to be in an amount other than 100% of the Contract Sum, indicate the dollar amount or percentage of the Contract Sum.)

...

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

...

§ 7.2.3 The bonds shall be dated on or after the date Bonds shall be executed and be in force on the date of the execution of the Contract.

...

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below: Contractor
(Insert the complete AIA Document number, including year, and Document title.)
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds, unless otherwise stated below:
(Insert the complete AIA Document number, including year, and Document title.) Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction, unless otherwise stated below:
(Insert the complete AIA Document number, including year, and Document title.)

Construction

- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below: Drawings
(Insert the date of the E203-2013.)

(See attached)

- .5 Drawings

Number	Title	Date
--------	-------	------

- .6 Specifications
Section

Title	Date	Pages
-------	------	-------

- .7 Addenda:

Number	Date	Pages
--------	------	-------

- .8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

[] AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:

(Insert the date of the E204 2017.)

☐ The Sustainability Plan:

Title	Date	Pages
-------	------	-------

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
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~~9~~ Other documents listed below:

(List here any additional documents that are intended to form part of the Proposed Contract Documents.)

(See attached)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Michael Celauro, AIA, NCARB, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 14:19:53 ET on 06/17/2024 under Order No. 3104241279 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A701™ – 2018, Instructions to Bidders, other than those additions and deletions shown in the associated Additions and Deletions Report.


(Signed)

PRINCIPAL ARCHITECT
(Title)

6/17/2024
(Dated)