

00 10 00 - ADVERTISEMENT FOR BIDS

The City of Charlotte (hereinafter the "City") will receive sealed bids for the following Project:

PROJECT NAME: Equity Renovation Solid Waste Services Annex & Admin Building

PROJECT NUMBER: 269-2026-129

PRE-BID DATE: September 25, 2025
PRE-BID TIME: 9:00 AM (LOCAL TIME)

PRE-BID LOCATION: 1200 Otts Street, Charlotte, NC 28205

BID DUE DATE: October 9, 2025
BID DUE TIME: BEFORE 1:00 PM (LOCAL TIME)

BID SUBMITTAL LOCATION: Bids must be submitted electronically through the Procurement Portal (<https://charlottenc.bonfirehub.com>)

BID OPENING DATE: October 9, 2025
BID OPENING TIME: 1:00 PM (LOCAL TIME)

BID OPENING LOCATION: Microsoft Teams Meeting Only

[Join the meeting now](#)
Meeting ID: 250 887 651 246 7
Passcode: N9ky3hk2

Call in (audio only): 1-872-256-4172,
Conference ID Number: 239 911 906#

PRE-BID MEETING AND SITE VISIT ATTENDANCE

Prospective Bidders, subcontractors, specialty contractors, and suppliers will have an opportunity to ask questions and familiarize themselves with the Project. A walk-through of the project site will occur directly after the pre-bid meeting to obtain a better understanding of the project scope of work. Any information exchanged during the meeting that impacts the project bid documents or the bid process is non-binding unless subsequently issued in an addendum.

The pre-bid meeting and site visit are not mandatory, but attendance is strongly advised.

RIGHT TO REJECT

The City of Charlotte reserves the right to reject any and all bids and to waive any informalities or technicalities as it may deem to be in its best interest.

DESCRIPTION OF WORK:

This renovation project is intended to address existing capacity limitations and correct equity disparities for female operations staff. The work shall include an assessment of both the Annex and Administration Buildings to determine the most efficient and functional allocation of facilities to meet the operational requirements of Solid Waste Services.

The building at 1105 Otts Street (Administration Building) includes targeted interior renovations of the Men's and Women's Locker Rooms and the construction of an accessible concrete ramp from the parking lot to the main entrance. Work in the locker rooms involves converting existing showers into accessible types (transfer and roll-in), updating plumbing and finishes, modifying lockers to meet accessibility standards, replacing hand dryers, and adding accessible benches. In the Women's Locker Room, lockers will be rearranged, and the entrance door swing will be reversed. The new ramp features multiple runs and landings, metal railings, decorative CMU retaining walls, and site grading with minor demolition to accommodate the structure.

At 1200 Otts Street (Annex Building), the scope includes full interior demolition of the main floor (excluding the basement except for utility tie-ins), followed by construction of new Men's and Women's Locker Rooms, open office areas, restrooms, a conference room, IT and custodial rooms, and a break room. Each locker room includes accessible features, multiple lockers, shoers, sinks, and restroom fixtures, with high durability finishes throughout. Exterior improvements involve new exit stairs, metal awnings, window, and door replacements, and building lighting. Site work includes a new water tap and vault, sidewalk and parking area repairs, striping, wheel stops, and fenced utility components. New mechanical, electrical, and plumbing systems will be installed throughout, along with upgraded insulation, access controls, signage, and data/power infrastructure to support modular office furnishings.

PROJECT LOCATION:

Administration Building
1105 Otts Street
Charlotte, NC 28205

Annex Building
1200 Otts Street
Charlotte, NC 28205

SUBSTITUTION DURING BID PHASE

The intent of these bid documents is to comport with *North Carolina General Statute 133-3* in all instances. Refer to *AIA 701 3.3 SUBSTITUTIONS* for additional information.

Substitution requests will be accepted only from general contractors who have purchased the bid documents. Submit e-mail requests as follows:

- The subject line must identify:
 - The fact that it is a substitution request,
 - The name of the project, and
 - The specification section number for the product;
- All materials shall be in PDF format;
- Manufacturer's model number, and other pertinent identification;
- Attest that the alternate material is in compliance with all specification requirements; and
- A line by line comparison of the substituted product compared with the specified products shall be included with the product information.

Equivalent submittals shall specify manufacturer's model number, and other pertinent identification, and attest that the alternate material is in compliance with all specification requirements

All requests must be submitted **no later than seven (7) full calendar days**, as stated herein or as amended by addendum, prior to the day that bids are due. Request received after this deadline **will not** be addressed by the architect. Submit request to the following:

Bill Ashlin

ALR Architecture, PC
9401 Southern Pine Blvd., Suite M
Charlotte, North Carolina 28273
Main Phone: 704.458.8699
Email: b.ashlin@alr-arch.com

BID DOCUMENTS:

Bidding documents, which includes a downloadable copy of one (1) Project Manual and one (1) full-size Drawing set, are available for free from the Procurement Portal at <https://charlottenc.bonfirehub.com>.

Bidders must be properly licensed under North Carolina state law to perform the work.

A 5% bid security is required with each bid that equals or exceeds \$300,000. Bid security shall be submitted in accordance with article § 4.2 BID SECURITY of SECTION 00 20 00 – INSTRUCTIONS TO BIDDERS.

FOR THIS PROJECT, BIDS MUST BE SUBMITTED ELECTRONICALLY THROUGH THE PROCUREMENT PORTAL ([HTTPS://CHARLOTTENC.BONFIREHUB.COM](https://charlottenc.bonfirehub.com)). All bid documents shall be submitted in accordance with article § 4.3 SUBMISSION OF BIDS of SECTION 00 20 00 – INSTRUCTIONS TO BIDDERS.

ENGINEERING ESTIMATE:

The estimated cost of this Project is **\$1,000,000 - \$4,999,999**.

PROJECT INFORMATION REQUEST:

For information regarding this Invitation to Bid, contact as follows:

Haley Lay, Contracts Administrator
City of Charlotte
Department of General Services – City Procurement
600 East Fourth Street
Charlotte, NC 28202
Direct Phone: 980.395.2613
Email: Haley.Lay@charlottenc.gov

Please submit questions or inquiries in writing through the **Vendor Discussions** section of the Procurement Portal (<https://charlottenc.bonfirehub.com>) at least **seven (7) calendar days** before the Bid Due Date. Questions or inquiries past this deadline may not be addressed by the City prior to the Bid Due Date.

CHARLOTTE BUSINESS INCLUSION (CBI) PROGRAM:

This project is subject to the requirements of the City's Charlotte Business INclusion (CBI) Program to promote diversity, inclusion, and local business opportunities in the City's contracting and procurement

process for Minority, Women, and Small Business Enterprises headquartered in the Charlotte Combined Statistical Area.

CBI Goal: The following Subcontracting Goals have been established for this project:

MBE = 4%

WSBE = 10%

Questions relating to the CBI Program should be addressed *in writing* to:

Joshua Burrus, Compliance Specialist

Email: Joshua.Burrus@charlottenc.gov