

## NOTICE TO BIDDERS

Sealed proposals will be received from Single Prime Contractors by the North Carolina Department of Public Safety / North Carolina National Guard in Raleigh NC, in the Joint Force Headquarters (JFHQ) Cafeteria, North Carolina National Guard, 1636 Gold Star Drive, Raleigh, NC 27607 on December 11, 2025 for the furnishing of labor, material and equipment entering into the construction of:

*Raleigh JFHQ - Minor Renovations  
North Carolina National Guard  
1636 Gold Star Drive  
Raleigh, North Carolina 27607*

**Bids shall be submitted and opened on December 11, 2025 according to the following schedule:**

Bids will be received by the Owner and publicly opened and read aloud at **2:00 PM on December 11, 2025**, at the **Cafeteria at Joint Force Headquarters, North Carolina National Guard** located at **1636 Gold Star Drive**. No bid will be accepted after this time.

*The Raleigh JFHQ - Minor Room Renovations consists of renovating five spaces totaling approximately 987sf on the first and third floor within the existing North Carolina National Guard Armed Forces Reserve Center, Joint Force Headquarters by O'Brien Atkins dated 26 March 2009, SCO project #040640001. The existing spaces to be renovated are designated as storage and business areas. The storage areas shall be changed to business areas. The project proposes no change to height, area, number of stories, construction type, exits, egress width, building structure, exterior envelope, or site work.*

*Note: Original building design drawings, North Carolina National Guard, Raleigh Armed Forces Reserve Center, Joint Forces Headquarters, SCO Project Number 040640001 Code #40607 Item # 4E01 by O'Brien Atkins Associates, PA, Issued for Bid 03/26/09, Record DWGS 12/21/12, provided by Owner.*

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

### Pre-Bid Meeting

An Open pre-bid meeting will be held for all interested bidders on November 20, 2025 at 10:00am Raleigh JFHQ, 1636 Gold Star Drive, Raleigh NC 27607

The meeting will address project specific questions, issues, bidding procedures and bid forms.

*The meeting will also identify preferred brand alternates and their performance standards that the owner will consider for approval on this project.*

*In accordance with General Statute GS 133-3, Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference. Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public.*

*In accordance with GS133-3 and SCO procedures the following preferred brand items are being considered as Alternates by the owner for this project:*

*Alternate 3: Owner Preferred Manufacturers: Fire Alarm Device Manufacturer*

*Justification of any approvals will be made available to the public in writing no later than (7) days prior to bid date.*

Complete plans, specifications and contract documents will be open for inspection in the offices of Owner and Smith Sinnett Architecture, 4600 Lake Boone Trail, Suite 205, Raleigh NC 27607 and in the plan rooms of the Associated General Contractors, Carolinas Branch, Raleigh in the local North Carolina offices of McGraw-Hill Dodge Corporation, and in the Eastern Regional Office of Reed Construction Data in Norcross, GA and in Minority Plan Rooms in:

Hispanic Contractors Association of the Carolinas (HCAC) in Winston-Salem, Charlotte and Raleigh Areas – 877-227-1680

or may be obtained by those qualified as prime bidders electronically by completing the plan request form located at [www.smithsinnett.com](http://www.smithsinnett.com) and downloaded using the provided instructions. Hard copies of plans are available with a refundable \$300 plan deposit.

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

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

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

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

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

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

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

**SPECIAL REQUIREMENT FOR BID SUBMISSION:**

*You may submit your bid package in advance of the opening date. Your sealed envelope will be held and unsealed at the bid opening time. If you wish to send your bid via US Mail, FedEx or UPS, please allow several days for delivery since the bid must be received (NOT postmarked) by the date and time stated in the solicitation.*

*Project Name must be clearly marked on the outside of the sealed envelope.*

*You are not required to attend the bid opening, but if you plan to attend the public bid opening located at Joint Force Headquarters Cafeteria, 1636 Gold Star Drive, Raleigh, NC 27607, plan to arrive at least 30*

*minutes in advance of the bid opening to allow time to process through the security gate, park and then gain access to the building.*

*This notice along with picture identification is required to enter the security gate. Notify the guard at the gate that you are here for the Raleigh JFHQ – Minor Renovations bid opening with Project Manager James Bullister. On arrival in the lobby, check in at the front desk and then meet in the cafeteria.*

*Please note the gate guard nor the reception desk WILL NOT be allowed to accept packages of any kind.*

*Point of contact: for questions regarding this project or the procedures described above is James Bullister at (984) 664-6255*

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.

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

Designer:

Jamey Glueck, AIA  
Smith Sinnett Architecture. P.A.  
*(Name)*

4600 Lake Boone Trail, Suite 205  
Raleigh, NC 27607  
*(Address)*

(919) 781-8582  
*(Phone)*

jglueck@smithsinnett.com  
*(Email)*

Owner:

James Bullister, Project Manager  
North Carolina National Guard  
*(Agency/Institution)*

1636 Gold Star Drive  
Raleigh, NC 27607  
*(Address)*

(984) 664-6255  
*(Phone)*

james.j.bullister.mil@army.mil  
*(Email)*