

00 10 00 - ADVERTISEMENT FOR BIDS

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

PROJECT NAME: FIRE HOUSE No. 20 ADDITION

BID NUMBER: 269-2026-124

PRE-BID DATE: August 15, 2025

PRE-BID TIME: 10:00 AM (LOCAL TIME)

PRE-BID LOCATION: Charlotte Fire Department Fire House 20
2400 Nations Ford Road, Charlotte, NC 28273.

BID DUE DATE: August 26, 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: August 26, 2025

BID OPENING TIME: 1:00 PM (LOCAL TIME)

BID OPENING LOCATION: Microsoft Team Meeting Only

[Join the meeting now](#)

Meeting ID: 286 465 865 748

Passcode: TR6sR6dU

Call in (audio only): 1-872-256-4172,

Conference ID Number: 648 301 310#

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: The project consists of a new single story addition to the existing Fire House No. 20. The scope includes, but is not limited to an approximate 800 square feet addition, interior renovations to existing spaces adjacent to the addition, and added parking spaces.

PROJECT LOCATION: Charlotte Fire Station 20
2400 Nations Ford Road
Charlotte, NC 28273

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 01 25 00 *SUBSTITUTION PROCEDURES* 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:

Sam Funari
C DESIGN
1000 West Morehead Street, Suite 170
Charlotte, North Carolina 28208
Main Phone: 704.333.0083
Email: sfunari@cdesigninc.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). 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 **\$750,000 - \$1,500,000**

PROJECT INFORMATION REQUEST:

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

Penny Helms, Contracts Administrator
City of Charlotte
Contracting & Procurement Department
600 East Fourth Street
Charlotte, NC 28202
Direct Phone: 980.613.1923
Email: Penny.Helms@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%

SWBE = 7%

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

Joshua Burrus, Compliance Specialist Lead
Email: Joshua.Burrus@charlottenc.gov