



Invitation for Bid No. 2026-040

Union County EMS Renovation

Due Date: September 16, 2026
Time: 2:00 PM Local Time
Receipt Location: Union County Procurement and Contract Management
610 Patton Avenue
Monroe, NC 28110

Non-Mandatory Pre-Bid Conference and Site Visit

Due Date: August 18, 2026
Time: 10:00 AM Local Time
Location: Union County EMS Station
7402 Concord Hwy
Monroe, NC 28110

Procurement Representative:

Juan Rodriguez-Cruz
Procurement Specialist
Procurement and Contract Management
(704) 283-3519
Juan.Rodriguez-Cruz@unioncountync.gov

Prepared by:

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UNION COUNTY, NORTH CAROLINA

**Union County EMS Renovation
IFB 2026-040**

ADVERTISEMENT FOR BIDS

Sealed Bids for Union County EMS Station will be **received by Union County Procurement and Contract Management**, 610 Patton Avenue, Monroe, North Carolina 28110 **until 2:00 PM local time on September 16, 2026**, at which time the Bids received will be publicly opened and read. Late bids will not be accepted.

If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation **"BID ENCLOSED – 2026-040"** and shall be addressed to Union County Procurement and Contract Management, Attn: Juan Rodriguez-Cruz, 610 Patton Avenue, Monroe, NC 28110.

A Non-Mandatory Pre-Bid meeting will be held on **August 18, 2026, at 10:00 AM** local time at 7402 Concord Hwy, Monroe NC. Attendance at this meeting is strongly encouraged.

Scope of Work: Repaving the parking lot and renovating restrooms of a former volunteer fire station located at 7402 Concord Hwy, Monroe NC, 28110, for an EMS touchdown office. Specifically, the project will contain asphalt replacement for the drive and parking area with new striping. Interior renovation is limited to minimal renovations of the existing restroom facilities to operate as accessible, gender neutral single toilet rooms, and minimal reconfiguration of the corridor walls in that area.

The Work includes coordinating with Union County Facilities and Fleet Management for access, security, and shutdowns.

Bids will be received for a single prime Contract. Bids shall be on a lump sum basis as set forth in the Bid Form.

All questions about the meaning or intent of the Bidding Documents are to be submitted in writing to the Procurement contact person listed on the cover page (Juan.Rodriguez-Cruz@unioncountync.gov). Deadline for questions is 5:00 PM local time on September 01, 2026. Questions will be addressed via Addenda no later than 7 days prior to bid date.

The Issuing Office for the Bidding Documents is:

C Design
1000 West Morehead Street, Suite 170
Charlotte, NC 28208
Joseph Humphrey
Jhumphrey@cdesigninc.com
704.333.0091

Prospective Bidders may examine the Bidding Documents at Union County Procurement and Contract Management at 610 Patton Avenue, Monroe, North Carolina on Mondays through Fridays between the hours of 8:00 AM and 5:00 PM and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Bidding Documents are available in electronic or printed form from Duncan-Parnell via their bid room <https://www.bidroom.duncan-parnell.com>. Registration with Duncan-Parnell is required to obtain the bid documents. There is no charge for registration. Printed hard copies of the Bidding Documents can be ordered and shipped for an additional fee, which will depend on the number of sets, size of Drawings, applicable taxes, and shipping method selected by the prospective Bidder. The approximate costs of the Bidding Documents and shipping are non-refundable, and are as follows:

- Download (PDF) \$143.00 plus tax
- Printed Set and Digital Set \$190.00 plus tax

Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office or Duncan-Parnell.

Bidders must have a license to do work as a contractor in the State of North Carolina, as set forth under Article 1 chapter 87 of the North Carolina General statutes. The bidder's North Carolina Contractor license number shall be designated on the outside of the sealed envelope containing the Bid.

Bidders are required to provide a non-collusion affidavit, as set forth in the bidding documents.

As provided by statute, a deposit of cash, cashier's check or certified check on some bank or trust company insured by the Federal Deposit insurance Company, or a bid bond executed by corporate surety licensed under the laws of North Carolina to execute such bonds in the amount of 5% of the bid must accompany each bid. The payee shall be "**Union County**". Said deposit shall guarantee that the Agreement will be entered into by the successful bidder if award is made. Such deposit may be held by Union County until the successful bidder has executed and delivered all required Contract documents to Union County.

Union County reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserves the right to reject the Bid and Bidder whom they find, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid and Bidder if the Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also reserves the right to waive all informalities and technicalities not involving price, time, or changes in the Work and to negotiate, as allowed by law, contract terms with the Successful Bidder.

Union County encourages good faith effort outreach to small business entities.

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