

**00 10 00 - ADVERTISEMENT FOR BIDS**

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

**PROJECT NAME:** CMPD HQ THIRD FLOOR 911 ALTERATIONS

**PROJECT NUMBER:** 269-2025-114

**PRE-BID DATE:** April 22, 2025  
**PRE-BID TIME:** 10:00 AM (LOCAL TIME)

**PRE-BID LOCATION:** Charlotte Mecklenburg Police Department  
601 E Trade Street  
Charlotte, NC 28202

**BID DUE DATE:** May 6, 2025  
**BID DUE TIME:** No later than 1:00 PM (LOCAL TIME)

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

**BID OPENING DATE:** May 6, 2025  
**BID OPENING TIME:** 1:00 PM (LOCAL TIME)

**BID OPENING LOCATION:** Microsoft Team Meeting Only  
Meeting Link: [Join the meeting now](#)  
Meeting Number (access code): 250 203 828 906  
Meeting Password: pS62S8XN  
Call in (audio only): [+1 872-256-4172](tel:+18722564172), 766941847#

**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 Work consists of alterations to the 911 area on the third floor of the existing Charlotte – Mecklenburg Police Department Headquarters building in Charlotte, NC. Alterations will include but are not limited to: demolition to the interior space, new wall, new ceilings, new floor and wall finishes, and alterations plumbing, HVAC, fire protection, and electrical systems.

**PROJECT LOCATION:** Charlotte Mecklenburg Police Department Headquarters, 601 E Trade Street, Charlotte, NC 28217.

**RESTRICTED DATA:**

This project contains Restricted Data as defined by the City of Charlotte. Bidders must complete and sign a Confidentiality Agreement posted on the City website at <http://epmcontracts.charmeck.org> and submit the form to the Contact person listed below prior to being authorized to obtain the bidding documents from the Procurement Portal. The entity who has obtained this package shall not allow any of the Restricted Data to be reproduced and re-distributed in any manner or under any circumstance. Bid packages must be destroyed after the bid opening upon request by the City staff. The plan-holder must submit to the City of Charlotte or its designee a duly executed Plan-Holder's Affidavit: Certification of Destruction regardless of whether a bid is submitted or not.

Submit the completed Confidentiality Agreement to:

**Penny Helms, Contracts Administrator**  
City of Charlotte  
Email: Penny.Helms@charlottenc.gov

**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:

**Alberto Torres**  
ADW Architects  
2815 Coliseum Centre Drive, Suite 500  
Charlotte, North Carolina 28217  
Main Phone: **704.749.5567**  
Email: [atorres@ADWArchitects.com](mailto:atorres@ADWArchitects.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 Agent once the confidential agreement is executed.

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 **\$2,000,000 - \$5,000,000.**

**PROJECT INFORMATION REQUEST:**

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

**Penny Helms**, *Contracts Administrator*  
City of Charlotte  
Department of General Services – City Procurement  
600 East Fourth Street  
Charlotte, NC 28202  
Direct Phone: **980.613.1923**  
Email: **[Penny.Helms@charlottenc.gov](mailto: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:

**MWSBE=12%**

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

**Joshua Burrus**, Compliance Specialist  
Email: [Joshua.Burrus@charlottenc.gov](mailto:Joshua.Burrus@charlottenc.gov)