



Invitation for Bid No. 2026-056

Union County School Administration Roof Replacement Project

Due Date: July 09, 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: June 23, 2026
Time: 10:00 AM Local Time
Location: Union County School Administration
400 North Church Street
Monroe, NC 28112

Procurement Representative:

Corey Brooks
Director
Procurement and Contract Management
(704) 283-3683
Corey.brooks@unioncountync.gov

Prepared by:

Zachary Marlowe, EIT, RRO, REWO
Senior Project Manager
REI Engineers Inc.
1927 J. N. Pease place, Suite 201
Charlotte, NC 28262

PROJECT MANUAL – 100% CONSTRUCTION DOCUMENTS

IFB 2026-056

**Union County School Administration Roof Replacement
Project**

400 North Church Street
Monroe, NC 28112

Architect Project No. 059 6957 400

OWNER

UNION COUNTY, NORTH CAROLINA
500 N. MAIN STREET
MONROE, NORTH CAROLINA

ARCHITECT

Gensler Architecture, Design & Planning, P.C. Gensler
101 South Tryon Street | Suite 2100
Charlotte, NC 28280
704.377.2725

ENGINEER

REI Engineers
1927 JN Pease Place | Suite 201
Charlotte, NC 28262
704.596.0331

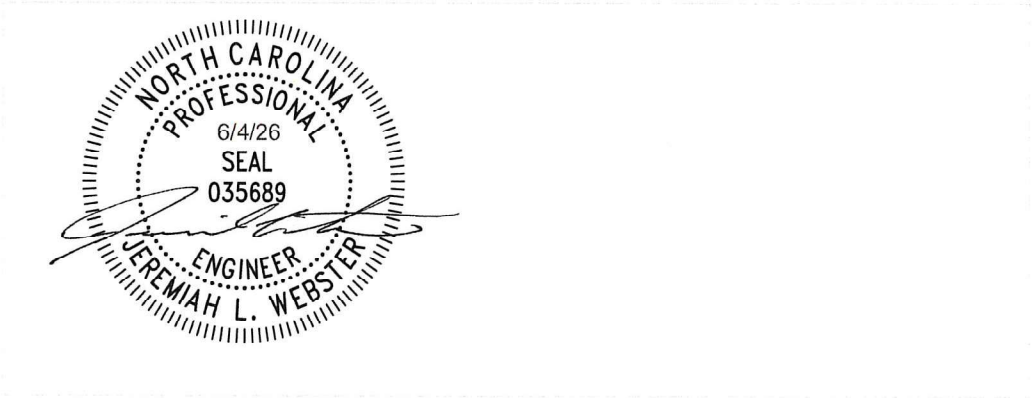
CONSTRUCTION DOCUMENTS 05.29.2026

PART 1 GENERAL

1.1 SUMMARY

- A. Design Firm for Union County Schools Administration Building Roof Replacement with Project Manual dated 05-29-2026:
 - 1. REI Engineers, Inc., 1927 J.N. Pease Place, Suite 201, Charlotte, NC 28262.
 - 2. North Carolina Firm License C-1520

Professional Engineer



END OF SECTION

UNION COUNTY, NORTH CAROLINA

**Union County School Administration Roof Replacement Project
IFB 2026-056**

ADVERTISEMENT FOR BIDS

Sealed Bids for Union County Public School Administration Roof Replacement Project will be **received by Union County Procurement and Contract Management**, 610 Patton Avenue, Monroe, North Carolina 28110 **until 2:00 PM local time on July 09, 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 – 2026-056**" and shall be addressed to Union County Procurement and Contract Management, Attn: Corey Brooks, 610 Patton Avenue, Monroe, NC 28110.

A Non-Mandatory Pre-Bid meeting will be held on **June 23, 2026, at 10:00 AM** local time at 400 North Church Street, Monroe NC. Attendance at this meeting is strongly encouraged.

Scope of Work: Remove existing roof system down to the existing structural deck and provide new roof system along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly.

HVAC Modification: Raise 2 HVAC units at roof C providing minimum 8" flashing height, reroute/raise gas lines to provide adequate space for roof installation, and provide new insulated ductwork and supports from units to wall penetration.

Alternate NO. 1: Provide new elevation wall sealant joints around perimeter of the building.

Alternate NO. 2: Provide approximately 40 LF of new fall protection handrails on roof area C along gutter edge at HVAC units.

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 (Corey.brooks@unioncountync.gov). Deadline for questions is 5:00 PM local time on June 25, 2026. Questions will be addressed via Addenda no later than **7** days prior to bid date.

The Issuing Office for the Bidding Documents is:

Union County Procurement and Contract Management
610 Patton Avenue
Monroe NC 28110
Corey Brooks
Corey.brooks@unioncountync.gov
(704) 283-3683

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 may be viewed and ordered online by registering with Duncan Parnell via their bid room <https://bidroom.duncan-parnell.com/>. Registration with Duncan Parnell is required to obtain the bid documents and

be added to the official Plan Holder's List. Addenda notification will be sent to those buying full sets from Duncan Parnell via their bid room. The cost of bid documents and shipping is non-refundable. Neither OWNER, ARCHITECT nor ENGINEER will be responsible for copies of the bid documents obtained from sources other than from Duncan Parnell. If you need any assistance ordering or getting registered on <https://bidroom.duncan-parnell.com/> please contact our bidroom administrator at constech@duncan-parnell.com. The approximate costs of the Bidding Documents and shipping are non-refundable, and are as follows:

- Download (PDF) \$90.00 plus tax
- Printed Set and Digital Set \$120.00 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 as described in the Union County MBE and Small business Outreach Plan. Compliance with Union County Minority and Small Business Guidelines and Outreach Plan goals apply. **Bidders shall submit a completed identification of Minority Participation form and either an Affidavit A or Affidavit B, as applicable along with their Bid.**

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