



## **Invitation for Bid No. 2025-006**

### **Union County Sheriff's Office Fuel Station**

**Due Date:** November 5, 2024  
**Time:** 2:00 PM Local Time  
**Receipt Location:** Union County Government Center  
500 N. Main Street  
7<sup>th</sup> Floor Conference Room  
Suite 709  
Monroe, NC 28112

#### **(Non)-Mandatory Pre-Bid Conference and Site Visit**

**Date:** October 15, 2024  
**Time:** 1:30pm Local time  
**Location:** Union County Sheriff's Office  
Administration Building  
3370 Presson Rd, Monroe N.C.

#### **Procurement Representative:**

Corey Brooks, CLGPO  
Senior Procurement Specialist  
Procurement Department  
(704) 283-3683  
[Cory.Brooks@unioncountync.gov](mailto:Cory.Brooks@unioncountync.gov)

#### **Prepared by:**

LaBella Associates, PC  
400 S Tryon St  
Suite 1300  
Charlotte, NC 28285  
704-376-6423

DOCUMENT 000107 - SEALS PAGE

1.1 DESIGN PROFESSIONALS OF RECORD

A. Corporation

1. LaBella Associates, PC
2. Corporate Engineering #: C-0430
3. Corporate Architectural #: 52904

B. Engineer of Record:

1. Michael Grose, PE
2. License # 047719

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UNION COUNTY, NORTH CAROLINA

ADVERTISEMENT FOR BID

IFB #2025-006

Union County Sheriffs Office Fuel Station

Sealed Bids for Union County Sheriffs Office Fuel Station will be **received by the Union County Procurement Department until 2:00 PM local time on November 5, 2024** at the Union County Government Center, 500 N. Main Street, Suite 709, Monroe, NC 28112 at which time the Bids 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 – IFB-2025-006**" and shall be addressed to Union County Procurement Department, Corey Brooks, 500 N. Main Street, Suite 709, Monroe, NC 28112.

A Non-Mandatory Pre-Bid meeting will be held on **October 15, 2024 at 1:30 PM** local time at Union County Sheriffs Administration Building, 3370 Presson Rd, Monroe N.C. Attendance at this meeting is strongly encouraged.

**Scope of Work:**

The project scope of work includes providing a 12,000-gallon fuel tank, dispensing system, and associated equipment. A three-sided enclosure will be constructed to conceal the fuel tank. The fuel management system will integrate with Union County's existing fuel management system. Other accessory work includes replacing a section of asphalt with concrete, installing speed bumps to assist spill containment and traffic calming, and installing a security camera for area surveillance.

Bid will be received for a single prime, lump sum Contract.

**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 October 18, 2024.** Questions will be addressed via Addenda no later than 4 days prior to bid date.

The Issuing Office for the Bidding Documents is:

LaBella Associates, PC  
400 S Tryon St  
Suite 1300  
Charlotte, NC 28285

Bidding Documents are available in electronic or printed form from Duncan-Parnell verify plan room via their bid room (<http://www.bidroom.duncan-parnell.com>). Registration with Duncan-Parnell is required to obtain the bid documents. There is no charge for registration. Printed hardcopies 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. Costs of the Bidding Documents and shipping are non-refundable, and are as follows:

- Download (PDF) \$75.00 plus tax
- Printed Set and Digital Set \$100.00 plus tax

For questions concerning obtaining plans and specifications please contact:

Michael Grose  
mgrose@labellapc.com  
(704) 941-2122

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.

Bidders should note the provisions of the Supplementary instruction to bidders contained in the Bid Documents regarding minority participation. 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.

The Owner reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserve 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.

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