



Invitation for Bid No. 2026-020

Union County Sheriff's Office Fuel Station

Due Date: March 31, 2026
Time: 10:00am 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: March 10, 2026
Time: 9:00 am Local Time
Location: 3370 Presson Road, Monroe NC

Procurement Representative:

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

Prepared by:

James Mangum
Project Manager
Facilities & Fleet Management
(704) 283-3774
James.Mangum@unioncountync.gov

PROJECT MANUAL – 100% CONSTRUCTION DOCUMENTS

IFB 2026-020

Union County Sheriff's Office Fuel Station

3370 Presson Road
Monroe, NC 28112

Architect Project No. 2241794

OWNER

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

Engineer

Labella Associates
Michael McCarten, PE
400 S Tryon St Suite 1300
704.941.2161

CONSTRUCTION DOCUMENTS 01.20.2026

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 McCarten, PE
2. License # 050139



END OF DOCUMENT 000107

UNION COUNTY, NORTH CAROLINA

**Union County Sheriff's Office Fuel Station
IFB 2026-020**

ADVERTISEMENT FOR BIDS

Sealed Bids for Union County Sheriff's Office Fuel Station will be **received by Union County Procurement and Contract Management**, 610 Patton Avenue, Monroe, North Carolina 28110 **until 10:00 am local time on March 31, 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 – IFB 2026-020**" 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 March 10, 2026, at 9:00 AM local time at 3370 Presson Road Monroe NC. 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.

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 3:00 PM local time on March 17, 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
Juan Rodriguez-Cruz
(704) 283-3519
Juan.Rodriguez-Cruz@unioncountync.gov

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: