



Vendor Information Guide (March 2022)

Construction:

Informal (under \$500,000) Construction/Repair & Renovation projects. The University complies with the regulations, policies and procedures established by the State Construction Office (<https://ncadmin.nc.gov/businesses/construction>) and set forth in *the State Construction Manual*. Specific information regarding UNC Charlotte design and construction standards can be found in the *UNC Charlotte Design & Construction Manual* at <http://facilities.uncc.edu/DCmanual>.

Construction/Repair & Renovation projects under \$30,000. These projects are managed by the Planning, Design and Construction (PDC) unit within the Facilities Management department (<https://facilities.uncc.edu/>). These projects **are not** advertised and the project managers have the flexibility to select the contractors solicited to quote on the project. Contractors typically selected for these requirements have experience working on state and/or local government projects. It is recommended that small, minority, women and disabled-owned businesses contact the University Historically Underutilized Businesses (HUB) Coordinator for additional information.

Construction/Repair & Renovation projects \$30,000 up to \$500,000 (Informal) are managed by PDC and contracted for utilizing one of the following delivery methods:

- 1. Utilize Informal Construction Task Order Contracting Services (ICTOCS) contract (also referred to as Task Order Contracting) – Projects \$30,000 up to \$300,000.** ICTOCS or Task Order Contracting is a firm fixed price, competitively bid, alternative procurement process that UNC Charlotte uses for construction and repair projects. This one (1) year contract, with four (4) option years was awarded February 2019 to the following contractors: General Contractors – Heartland Contracting, LLC (704.882.3004), I.L. Long Construction Company, Inc. (336.661.1887), and MV Momentum Construction, LLC (704.672.6033); Electrical Contractor – American Tec Electric (704.787.3961); Civil Contractor – Draw Enterprises (704.309.3454). Small, minority, women, disabled and socially and economically disadvantaged businesses are encouraged to contact these firms for subcontracting opportunities, as Task Order Contracting requirements **are not** advertised. The ICTOCS or Task Order Contracting program is managed by the Design, Planning and Construction (PDC) unit with oversight from the Materials Management department (<https://finance.uncc.edu/about-us/materials-management>).
- 2. University contacts a minimum of three (3) firms via email and/or telephone to obtain quotes for the requirement - projects \$30,000 up to \$500,000.** Firms interested in Informal projects need to contact the University HUB Coordinator for additional information.

Formal (\$500,000 and up) Construction/Repair & Renovation projects. The University complies with the regulations, policies and procedures set forth in the *State Construction Manual*. Complete information regarding the design, construction and renovation of state buildings is available at the **State Construction Office** website (<https://ncadmin.nc.gov/businesses/construction>). Refer to the *UNC Charlotte Design & Construction Manual* (<http://facilities.uncc.edu/DCmanual>) for University design and construction standards.

Formal (Capital) projects are managed by Planning, Design and Construction (PDC) unit. Capital projects are posted on the **UNC System website** – <https://www.northcarolina.edu/offices-and-services/finance-and-administration/capital-design-and-construction/> and the **IPS website**, under *Bids by Department, UNC General Administration Design/Construction*. Detailed information regarding the project is available on the Facilities Management website – <http://facilities.uncc.edu/advertisements>. Capital Projects **require** Bid, Performance and Payment bonds. The University has the option to prequalify contractors for Formal projects in accordance with the State of North Carolina Prequalification Policy – <https://ncadmin.nc.gov/businesses/construction/forms-documents>. UNC Charlotte currently uses two construction delivery methods: (1) Design-Bid-Build (single prime contracts), or (2) Construction Manager at Risk (CMR), where the University hires a general contractor to manage construction of the project for the University (fiduciary responsibility). This includes prequalification of all First Tier Subcontractors following the State of North Carolina Prequalification Policy.

Minority Business Participation. N.C.G.S 143-128.2 establishes a verifiable 10% goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. UNC Charlotte is committed to **exceeding** the 10% goal. Minority, women, disabled and socially and economically disadvantaged firms are encouraged to participate on UNC Charlotte construction projects as Construction Managers, Prime Contractors or Subcontractors. Firms interested in Formal projects should become familiar with “*The Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts*” – <https://files.nc.gov/ncdoa/documents/files/MBGuidelines2002R.pdf>

Construction & Demolition. The University has an award-winning Construction & Demolition (C&D) Recycling Program that contractors working on the UNC Charlotte campus are required to follow. Contractors need to be familiar with the policies that regulate how C&D materials are processed.

Design/Engineer Services are selected one of two ways at UNC Charlotte:

- 1. Open End Design Agreements (OEDAs) – for projects up to \$500,000.** These are one (1) year (July 1st through June 30th of the following year) fixed term contracts for professional services (Advance Planning & Estimating; Architecture; Civil/Site

Engineering; Commissioning; Construction Testing Services; MEP; Surveying; Special Design Services), that are provided on an as need basis for miscellaneous projects. These contracts may be extended one (1) additional year. Qualification submittals are posted to the IPS and Facilities Management websites in the January time frame. A pre-proposal meeting may or may not be required. Committees review the qualification submittals and make selection recommendations. The University Board of Trustees must approve the recommended list.

2. **Design Services for projects \$500,000 and above** – require qualification submittals, submittal reviews, short list selection, oral presentations (from short listed firms) and final selection. The selection committee will use the criteria listed in 01 NCAC 30D.0303 to assess qualifications of design teams and to select a minimum of three (3) firms to be interviewed for selection as the designer of record.

Commodities & Services:

UNC Charlotte complies with the regulations, policies and procedures set forth in the *NC Procurement Manual*. The University is committed to supporting **Executive Order #24** which encourages each agency to strive to increase the total amount of goods and services acquired from small and HUB vendors, whether directly as principal contractors, or indirectly as subcontractors or otherwise. The Materials Management/Purchasing Office is responsible for the purchase of goods and services at UNC Charlotte.

UNC Charlotte has ongoing requirements for the following commodities: Office equipment and supplies; Office furniture; Motor vehicles and supplies; IT and telecommunications equipment; Laboratory (scientific) equipment and supplies; Tools and shop supplies; Landscaping equipment and supplies; Building equipment and supplies. The University also has ongoing contract requirements for the following services: Printing and binding; Document shredding; Promotional items; Office equipment maintenance; IT/Telecom services; Moving/relocation services, Elevator maintenance; Security services, Waste removal and recycling; Pest control services; Sprinkler inspections, Hood cleaning services; Hood suppression services; Fire extinguishers inspections/repairs; Air filter replacement, Hazardous waste removal services; Landscaping services; Temporary employment services; Housekeeping services; and various other services.

Purchases under \$5,000 can generally be made from firms without competitive bidding, however, University departments must make use of vendors holding a mandatory use NC state contract and are otherwise encouraged to purchase goods and services from firms who hold a University contract. Departments can also use the Purchasing Card (Bank of America Visa credit card) to meet emergency or small dollar commodity needs.

Purchases \$5,000 up to \$25,000 require, at minimum, informal competitive bidding from at least three (3) sources in the form of written quotes.

Purchases over \$25,000 require formal, competitive bids posted on the IPS website.

Term Contracts. The Division of Purchase & Contract enters into term contracts with vendors to acquire favorable prices for many commonly used goods and services. The State has contracts with several hundred suppliers, covering several thousand individual items. All state agencies, including UNC Charlotte, are required to purchase needed items from the contractors who hold the respective term contracts. However, the University is allowed to deviate from term contracts if items substantially similar to those on contract, and designed to perform the same function, are available for a lower delivered cost from a non-term contract source. Contractors are encouraged to contact Purchasing if their items are available for a lower delivered cost. Solicitations to establish new term contracts are posted on the IPS website by the State prior to the expiration of a current contract.

Vendors can register with the electronic Vendor Portal System (eVP) – <https://www.ips.state.nc.us/vendor/VendorPubMain.aspx> – to receive email notifications whenever bid opportunities are posted on the IPS website matching the commodity codes in their vendor profile. Firms interested in construction opportunities need to include the following construction commodity codes (909, 910, 912, 913, and 914) in their vendor profile.

Statewide Uniform Certification (SWUC) Program – was implemented to streamline the certification process of minority, women, disabled, and socially and economically disadvantaged businesses and create a centralized vendor database that all state agencies could use. **Only** firms certified by the **Office for Historically Underutilized Businesses (HUB)** as HUB firms and listed in the SWUC Vendor database will be counted towards HUB participation goals on UNC Charlotte contracts. Information for obtaining HUB certification status, to include the online certification application is available at <http://ncadmin.nc.gov/businesses/hub>.

Sustainability Program – the University is committed to leading the State of North Carolina as an environmental steward that endeavors to proactively and effectively manage its impact on energy, water and other natural resources. The University is obligated to ensure full compliance with all applicable local, state, and federal environmental laws and regulations. Procurement of environmentally-preferable products is stipulated by **Executive Order 156**.

Contacts

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