

UNCC East Village Infrastructure - Bid Day Checklist:

- ✓ **Bids due at 1:30 on Thursday, October 29.**
 - a. Bid opening will follow at 2:00, Zoom meeting invites will be sent to all the bidders.
 - ✓ **Bid Form – include in Bid Envelope**
 - a. Bid Forms for each package were issued in Addendum 3.
 - ✓ **Bid Bond – include in Bid Envelope**
 - a. No bid bond necessary for bid packages under \$500,000.
 - ✓ **HUB Participation Affidavit – include in Bid Envelope**
 - a. State of North Carolina Affidavits A, B, C, D, are in the front of the specifications.
 - b. “Good Faith Effort” Requirements Guide was issued in Addendum 1
 - ✓ **Sign across the sealed flap on the envelope to ensure no tampering prior to the bid opening**
 - a. Once bid form, bid bond (if applicable), and HUB Participation affidavits are filled out completely, seal in envelope, and sign across the sealed flap.
 - ✓ **Locate bid drop off location per Notice to Bidders: (DO NOT EMAIL BIDS!)**
 - a. *All hand delivered bids shall be dropped in the white Drop Box located next to the Motor Fleet parking spaces (<https://goo.gl/maps/KGphwNRyaFCBFxtj8>) in Lot 25 (second left entrance on Poplar Lane) in front of the Facilities Operations & Parking Services building (#92 on the campus map – <http://facilities.uncc.edu/maps>). **Bidders shall sign across the sealed flap on the envelope to ensure no tampering prior to the bid opening.***
- (or)**
- b. *Bidders may also submit bids via USPS/UPS/FEDEX to the attention of Kathy Fisher, Facilities Operations & Parking Services building, 9643 Poplar Lane, Charlotte, NC 28223. It is the bidder’s responsibility to ensure that the bid arrives before the bid closing time of 1:30 PM. **Bidders shall sign across the sealed flap on the envelope to ensure no tampering prior to the bid opening***

End of Checklist