

Bid Day Checklist

Modifications to JW Clay Blvd & Robert D. Snyder Rd

- ✓ Bids due at 2:00p on Tuesday, March 09, 2021.
 - a) Bid opening will follow at 2:30, Zoom meeting invites will be sent to all the bidders.
- ✓ Bid Form – include in Bid Envelope
 - a) Bid Forms are included in the Project Manual.
 - b) Acknowledge Addenda #1 and #2
- ✓ 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 or B (see specifications)
 - b) Submit Identification of HUB Certified/Minority Business Participation form
- ✓ 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 2:00 PM. Bidders shall sign across the sealed flap on the envelope to ensure no tampering prior to the bid opening

End of Checklist