



INSTRUCTIONS TO BIDDERS FOR ALL TRADES

Project Name: **University North Carolina at Charlotte | Burson Building Renovation & Expansion**
Date: August 20th, 2025
Project Address: **9006 Craver Rd. Charlotte, NC**
DPR Project No: **D5-F23017-00**

SECTION 1. INTRODUCTION

Bid Submission: Your firm has been prequalified and is invited to submit a sealed lump sum bid proposal for the project referenced above. Bids will be received at **UNCC Burson Building, 9006 Craver Rd. Charlotte, NC 28223 in Room 116** on **Tuesday, September 23rd, 2025 at 10:00am(EST) and Thursday, September 25th, 2025 at 10:00am(EST)**. Bids may **NOT** be delivered via email. Visitor Parking is available at the Union Parking Deck Upper Deck (GPS Address: 8755 Student Union Ln, Charlotte, NC 28223). For directions and campus map go to <https://facilities.charlotte.edu/our-services/maps/printable-campus-maps>. There is also a mark-up further detailing these locations immediately following this section.

Bid Opening

Tuesday, September 23rd, 2025 at 10:00am
UNCC Burson Building, 9006 Craver Rd. Charlotte, NC 28223
Room 116

Group 1 Bid Packages:

- 02A Demolition
- 03A Concrete
- 04A Masonry
- 05A Metals
- 07A Waterproofing
- 07B Roofing
- 07C Fireproofing
- 08A Doors, Frames, Hardware
- 08C Glass & Glazing
- 09A Drywall and Metal Studs
- 14A Elevators
- 21A Fire Suppression
- 22A Plumbing
- 23A HVAC
- 26A Electrical
- 31A Earthworks
- 32E Hardscaping

Thursday, September 25, 2025 at 10:00am
UNCC Burson Building, 9006 Craver Rd. Charlotte, NC 28223
Room 116

Group 2 Bid Packages:

- 01E Final Cleaning
- 07D Metal Panels
- 06A Architectural Woodwork
- 09B Ceramic Tile
- 09C Acoustical Ceilings & Wall Panels
- 09D Flooring
- 09H Paintings & Wallcoverings

- 10A Specialties
- 10I Signage
- 11C Lab Casework
- 27A Data & Communications
- 27B Audio Visual
- 28A Security

- 1.1. **PreBid:** Your firm is invited to attend a prebid at **UNCC Burson Building, 9006 Craver Rd. Charlotte, NC 28223 in Room 116 on Tuesday, August 26th 2025 at 2pm (EST). Attendance is not required BUT strongly encouraged.** Visitor Parking is available at the Union Parking Deck (GPS Address: 8755 Student Union Ln, Charlotte, NC 28223)

Proprietary Alternate Products (Owner Preferred Brand Alternates)

- A. Brick –
 - a. Provide brick by the Belden Brick Company per Architect's requirements.
 - B. Brick Pavers –
 - a. Per UNC Charlotte's Design Standards and Guidelines, provide Pinehall Brick; English Edge for landscape paving per Landscape drawings.
 - C. Door Hardware –
 - a. Per UNC Charlotte's Design Standards and Guidelines, provide the following:
 - i. Cylindrical locks: Schlage ND Series
 - ii. Cylinders and Keying: Schlage Everest 29 D and Schlage Primus C Classic
 - iii. Exit Devices: Von Duprin 98 Series
 - iv. Door Closers: LCN 4040XP Series
 - D. Card Access System - Provide Acre Open Options per IT Design Guide.
 - E. Electrical and Mechanical Equipment –
 - a. Honeywell International, Inc. Shall provide equipment for contractor installation per the following categories:
 - i. Building Automation and Temperature Control System
 - ii. Lighting Control Devices
 - iii. Digital, Addressable Fire-Alarm System
- 1.2. **Re-Bid:** In the event a re-bid is necessary, this re-bid will take place at **UNCC Burson Building, 9006 Craver Rd. Charlotte, NC 28223 in Room 116 on Thursday, October 2nd at 10AM (EST).** Parking is available at the Union Parking Deck (GPS Address: 8755 Student Union Ln, Charlotte, NC 28223)
- 1.2. **Purpose:** The intent of this bid package is to competitively select the most qualified subcontractor / supplier to perform the work based on an evaluation of cost, schedule, and commitment to the project, safety record, and experience of your committed staff.
- 1.3. **Questions:** All questions should be directed to DPR Construction (BursonHallGC@dpr.com). Subcontractors are NOT to contact the Owner or the Architect / Engineers directly with questions regarding the bid. Questions during the bid period may be emailed to BursonHallGC@dpr.com. Questions must reference the appropriate drawings, details and/or specification section and paragraph.
- Questions shall be submitted and received no later than Wednesday, September 3rd at 3pm. Addenda (if any) will be issued no later than Friday, September 12th at 3pm.**

SECTION 2. DOCUMENTS

Complete plans, specifications and contract documents will be open for inspection at:

Construction Manager – DPR Construction, 200 Southside Dr. Charlotte, NC 28212
Please reach out to Rebekahru@dpr.com.

Digital (Electronic) plans, specifications and contract documents are available at the following:

Building Connected – <https://www.buildingconnected.com/> - Access will be provided to all pre-qualified contractors.

- 2.1. **The Attachment 1 & Attachment 1A** of these bid documents for a complete listing of documents. These documents and any addenda issued shall become Contract Documents to the successful bidders.

- 2.2. **On File at DPR:** Documents noted on Attachment 1 & 1A by an asterisk (*) are not distributed with the bid packages but are on file at DPR's office and available for your review. Failure on part of the subcontractor to review all the documents prior to the bid shall not alleviate the Subcontractor from the responsibility of complying with the requirements of these documents and including all costs associated with them in their bid.
- 2.3. **Sample Subcontract Review:** The sample subcontract is included in this bid package. It is the bidding firm's responsibility to review this and provide any comments and or requested modifications during the bid period. This does not ensure any modifications will be accommodated, but no variance will be accepted after the bids are submitted. Acknowledge review of the document on the Attachment 2.

SECTION 3. SUBMISSION AND FORM OF BID

- 4.1 **Changes to Instructions or Subcontract Bid Package:** No changes to these Instructions to Bidders or the Subcontract Bid Package shall be made unless included in an official Amendment to the Subcontract Bid Package issued only by DPR or Addendum issued by the Architect.
- 4.1.1 **By Invitation Only:** Only bids from invited prequalified subcontractors will be accepted. Awards will only be made to prequalified subcontractors. If you are unsure of your current prequalification status with for Burson Building Project, please contact Katarina Hastings, katarinaH@dpr.com to check your current prequalification status.
- 4.2 **Valid 90-Days:** All bids, once submitted, shall remain valid and binding for ninety (90) days. DPR Construction has at any time during that ninety (90) day period the right to accept the bid without any changes in either price or time.
- 4.3 **Bid Form / Attachment 2:** The Bid Form and Commercial Terms section of Attachment 2 shall be completed in their entirety by the bidder who shall provide all requested information and acknowledge specific documents. The Bid Form will be signed by a duly authorized agent of the company as acknowledgement of your bid. Attachment 2 identifies this trades scope and commercial terms that will be incorporated into the successful subcontractor contract pending final negotiations with the successful bidder. Bidder's proposal qualifications may be listed as a separate attachment to the completed Bid Form and Attachment 2.
- 4.3.1 On bid day, a lump sum dollar amount will be accepted for the base contract scope of work utilizing the "Form of Proposal" document. This lump sum dollar amount is inclusive of all scope of work and allowances that are detailed within each respective "Attachment 2 Scope of Work".
- 4.3.1.1 The lowest apparent bidder will be required to submit a detailed cost breakdown per the "Attachment 2 – Scope of Work" 24 hours after the bid opening.
- 4.3.2 All costs associated with scheduled alternates, allowances, and unit rates noted on the Form of Proposal shall be provided on bid day within the sealed bid.
- 4.3.3 **Alternates:** Bid alternates are identified on the Attachment 2 – Bid Forms. Reference the SCO Instructions to Bidders, Section 1, OC-15, within the Contract Specification Manual for further detail. All costs including, but not necessarily limited to, labor, burden, fringes, payroll taxes, markup for overhead and fee (i.e.: home office administration, estimating, management, profit, etc.) etc., are to be reflected in these alternates. The alternates will also include all miscellaneous direct and indirect job expenses such as small tools, travel time, pickup trucks, delivery, cartage, safety, training, detailing, supervision and field office expenses. Refer to project manual for proper processing procedures for substitution requests.
- 4.3.3.1 **All substitution requests shall be submitted and received no later than Monday, September 8th at 3pm.**
- 4.4 **Bid Delivery:** As stated previously, bids must be submitted as a hard copy in a sealed envelope. **No bids will be accepted via phone, email, fax, or other delivery methods.**
- 4.4.1 **Bids must be submitted in an OPAQUE SEALED envelope marked "Proposal" and bearing:**
- Project:** University of North Carolina at Charlotte | Burson Building Renovation & Expansion
SCO ID#: 22-24380-02A

Bid Packages:

01E Final Cleaning
02A Demolition
03A Concrete
04A Masonry
05A Structural Steel
06A Casework & Millwork
07A Waterproofing
07B Roofing
07C Fireproofing
07D Metal Panels
08A Doors, Frames & Hardware
08C Glass & Glazing
09A Drywall and Metal Studs
09B Ceramic Tile
09C Acoustic Ceilings, Wall Panels, Window Treatments
09D Flooring
09H Painting & Wallcoverings
10A Specialties
10I Signage
11C Lab Casework
14A Elevators
21A Fire Suppression
22A Plumbing
23A HVAC
26A Electrical
27A Data and Communications
27B Audio Video
28A Access Control and CCTV
31A Earthworks
32E Hardscaping

4.5 Complete Bid: All proposals must include the following or be considered grounds for rejection of the bid. Please include these from top to bottom within your sealed envelope in this order.

- 4.5.1 **Bid Security:** Each proposals shall be accompanied by a **cash deposit or a certified check** drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond, for bids for the amount of \$100,000 or greater. Said deposit shall be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law. Bid Bonds should be completed using the **State of North Carolina standard bid bonds form** included in Exhibit 13.
- 4.5.2 **Minority Participation:** The bidder shall include with their Attachment 2 Bid Form, the Identification of Minority Business Participation form identifying the minority participation they will use on the project and either **State of North Carolina AFFIDAVIT A or B**. Forms and instructions are included in the CD Manual. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)
- 4.5.3 **Bid Form:** Completed bid form (Attachment 2). All sections are to be completed including section C. Acknowledgements & Acceptance.
- 4.5.4 **Supplemental Information:** When provided as a requirement of the bid package
- 4.6 **Reviewed All Documents/Existing Conditions:** By submitting a bid, the subcontractor acknowledges they have thoroughly reviewed and evaluated all the documents and the existing site conditions and their bid accurately reflects what is required to complete their portion of the work. The subcontractor shall not be allowed any additional compensation for any conditions or issues which the subcontractor might have fully informed themselves' about prior to submitting a bid.

- 4.7 **Accept, Reject and Informalities:** The Owner and DPR Construction reserve the right to waive any informality in any bid received. The Owner and DPR Construction also reserve the right to accept or reject any or all bids received.
- 4.8 **Schedule:** By submitting the bid, the subcontractor acknowledges that they have reviewed the schedule, understands the time frames and flow of the work and can accomplish the same (including meeting interim milestones), for the bid amount submitted. Each Bidder must indicate on Attachment 2 its acceptance of the start dates, time frames and completion dates for all activities affecting the scope of work.
- 4.9 **Tier Subcontractors:** Each subcontractor shall provide a listing of all Sub-Subcontractors who will be involved with this project at the time of bid and annotate these tiered subcontractors on the Attachment 2 – Bid Form. Also, indicate the type and extent of their involvement (e.g. miscellaneous material suppliers, structural steel fabrication, etc.).
- 4.10 **Licensing:** All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.
- 4.11 **Quality:** If requested by DPR Construction and as a condition of award, bidders shall submit a Quality Control plan for RPR's approval within 5 working days after bids are received that includes, a resume of the Quality Control Inspector, references from previous clients, a description of internal QC training programs, lessons learned processes, and a project specific QC approach.

SECTION 4. AWARD OF SUBCONTRACT

- 4.1. **Notification:** According to North Carolina State Construction Office bidding guidelines, the bids will be opened and read aloud. However, the subcontractor that is determined to be the apparent lowest responsible and responsive bidder will be notified only after a thorough review and evaluation of all bids has been made by DPR Construction, the Owner and the Architect/Engineer.
- 4.2. **Post Bid Evaluation:** Bidder(s) may be invited to an in-person post-bid review at UNC Charlotte or DPR Construction. All bidders would be responsible for travel arrangements as well as costs for such meetings and plan accordingly.
- 4.3. **Contract Date:** The successful subcontractor will initially be notified verbally not necessarily with a letter of intent by DPR. The date of the verbal authorization to proceed will become the subcontract agreement date. Refer to Subcontract Section 29.

SECTION 5. BOND REQUIREMENTS

5.1. Payment and Performance Bonds

- 5.1.1. Payment and performance bonds are not required at this time; however, they may be required prior to contracting. If bonds do become a requirement, then within ten (10) days of receiving a subcontract or before starting work, the Subcontractor will furnish DPR Construction with a complete Labor, Material Payment Bond and a Performance Bond. Said bonds will be issued by a commercial surety and in a form acceptable to DPR Construction. DPR Construction reserves the right to require a bond for any Subcontractor, and in such case, the subcontract amount will be increased by the amount of the bond premium. All subcontractors shall be bondable for an amount equal to 100% of their bid including any alternates. **Subcontractors are not to include the bond amount in the Base Bid.**

5.1.1.1. The cost for a P&P Bond is required to be submitted as an alternate.

5.2. Bid Bonds:

- 5.2.1. Each Proposal must be held binding and may not be withdrawn for Ninety (90) calendar days.

- 5.2.2. All bonds executed in connection with the project must be executed by an Attorney-in-Fact in the project state on behalf of the Surety Company licensed to do business in the project state.
- 5.2.3. For Bids the amount of \$100,000 or greater, Bid security in the amount of five percent (5%) of the maximum amount of the potential Subcontract award must accompany each Proposal in the form of a certified check or a bid bond made payable unconditionally to the Contractor. The successful Bidder's security will be retained until he has signed the Subcontract Agreement and furnished all documentation required to be submitted with the executed Subcontract Agreement, which he must do within ten (10) days of Notice of Acceptance. If the Bidder offered the Subcontract refuses to enter into the Subcontract Agreement, the Contractor may execute his bid security as liquidated damages but not as a penalty.
- 5.2.4. The required bid security will be returned to all Bidders as soon as possible.
- 5.2.5. Contractors Bid Bond form is the only acceptable bid bond form. The Form of Bid Bond form is included in Exhibit 13 – Contractor Bid Bond dated 09/23/2025.

5.3. Withdrawal and Modification of Bids:

- 5.3.1. Bids may be withdrawn upon written request received from the Bidder prior to the time fixed for bid opening. Any Bidder who withdraws a bid may not resubmit a bid for this project. Modifications in writing will be considered when received prior to the time set for the bid opening. Bids may not be withdrawn or modified after the bid opening except where identification of the apparent low Bidder has been delayed for more than sixty (60) days.

– END OF INSTRUCTIONS TO BIDDERS –



Burson Hall Bid List - DPR Prequal

01E Final Clean
Oneliance LLC
ProCon Solutions, LLC
RebFor LLC
Drake Building Maintenance and Restoration, Inc
Arguello Family Investment Inc DBA Ace Handyman Services
RHC Workforce Solutions
Green Guard Commercial Cleaning
Open Door Construction LLC
02A Demolition
Clear Site Industrial LLC
DH Griffin Contracting Inc.
Foss Demolition
PPS Inc (Piedmont Process Systems, Inc)
RSI - Relocation Strategies
GCT Brands dba CLT Coatings
03A Concrete
Ground Thunder Construction
JC Building Inc
QUEENSWATERPROOFING AND RESTORATION, LLC.
Christopher Bryan Company, Inc. (CLT)
Ashworth Group LLC
03J Polished Concrete
Bonitz
FS of the Carolinas, LLC dba Flooring Solutions
Eagle Painting Inc

Carpet Queen
JC Building Inc
04A Masonry
Cherokee Masonry
Gates Construction Company, Inc.
Old North State Masonry, LLC
Pyramid Masonry Contractors, Inc
QUEENSWATERPROOFING AND RESTORATION, LLC.
Vega Construction Company Inc.
Camarata Masonry Systems, Ltd
05A Metals
Carolina Fab
SteelFab, Inc
SteelWorks of the Carolinas
Steel Specialty
06A Casework & Millwork
Adams Group
Carocraft Cabinets
Metro Woodcrafter of NC
TS Woodworks
RHC Workforce Solutions
07A Waterproofing
Alpha Insulation & Waterproofing, Inc.
Mecklenburg Restoration, LLC
Strickland Waterproofing
Drake Building Maintenance and Restoration, Inc
QUEENSWATERPROOFING AND RESTORATION, LLC.
GCT Brands dba CLT Coatings
07B Roofing
Baker Roofing Company
Eskola LLC
Johnson's Roofing Service, Inc
Home Builders Suppliers LLC
Applied Roofing Solutions
Radco Roofing
Davco Roofing & Sheet Metal
Triad Roofing
07C Fireproofing

Alpha Insulation & Waterproofing
Platinum Coating of NC, Inc
Warco Construction
GCT Brands dba CLT Coatings
07D Metal Panels
Kistler Company LLC
MSJ Glass and Glazing, Inc.
Southeastern Architectural Systems
Eastern Corporation
08A Doors, Frames, & Hardware
Cook & Boardman
Integrated Openings Solutions, LLC dba B.A. Hoft of Charlotte, Inc.
The Hyperion Group
SAF Technologies
08C Glass & Glazing
1st Choice Glass
Cabarrus Glass Company
Charlotte Glass contractor's LLC
Craven Glass
JP Ross Skylights
Karsey Glass, Inc.
MSJ Glass and Glazing, Inc.
Eastern Corporation
09A Drywall
NC Interiors
Northedge, LLC
NJR Construction, LLC
Bonitz
Reliable Solutions Construction dba Reliable Restorations
Genesis Construction of the Carolinas
09B Tile
Bonitz, Inc
Coverings Group, LLC
FS of Carolinas, LLC dba Flooring Solutions
Garmon & Company, Inc.
Lomax Tile & Marble
Superior Stone of the Southeast LLC
Carpet Queen



09C & I ACT & Wall Panels
Acousti Engineering Company of Florida
Bonitz, Inc.
Environamics, Inc.
NC Interiors Contracting
Warco Construction
Nothedge
Reliable Solutions Construction dba Reliable Restorations
Genesis Construction of the Carolinas
09D Flooring
Bonitz, Inc.
Carpet Queen
FS of Carolinas, LLC dba Flooring Solutions
Garmon & Company
Coverings Group, LLC
GCT Brands dba CLT Coatings
09H Painting & WC
Bobby's Painting Co. Inc.
Brandys Painting Inc
Open Door Construction LLC
Platinum Coatings of NC, Inc.
Drake Building Maintenance and Restoration, Inc
Eagle Painting Inc
NJR Construction
Reliable Solutions Construction dba Reliable Restorations
10A Specialties
Adams Group
Genesis Construction of the Carolinas
Warco Construction
RHC Workforce Solutions
Nycom, Inc
10I - Signage
Admark Graphic systems LLC
FASTSIGNS Charlotte
SignalFactors, LLC dba Modulex
Printland Co.
Creative Sign Designs LLC
Arguello Family Investment Inc DBA Ace Handyman Services
Signarama



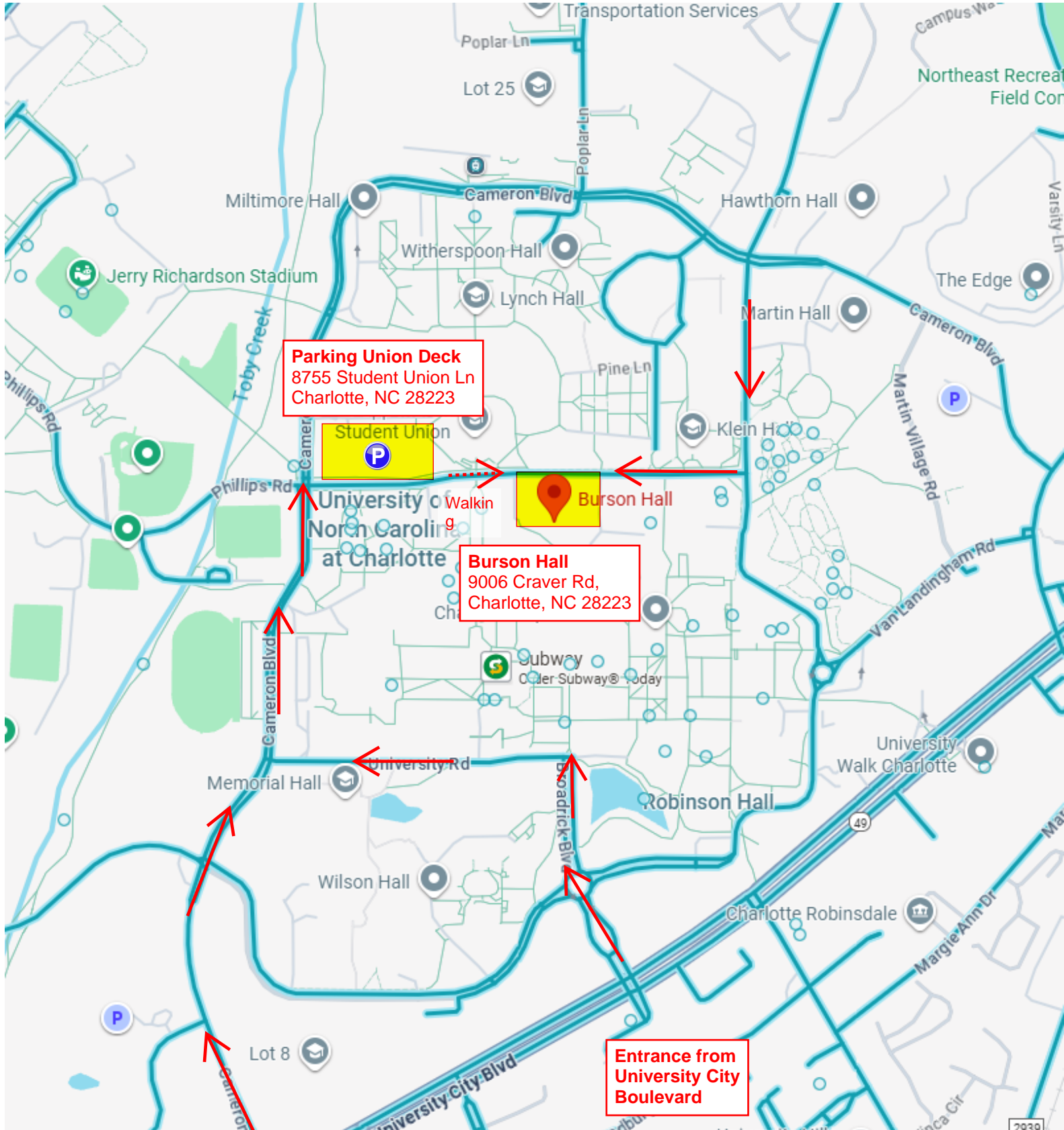
11A Dock Equipment
DuraServ LLC dba Southern Dock Products
11C Lab Casework
New England Laboratory Casework Co., Inc
Nycom, Inc
12A Window Treatment
TPS Investments Inc dba The Original Blindman
Warco Construction
Arguello Family Investment Inc DBA Ace Handyman Services
14A Elevators
Otis Elevator Company
Schindler
TK Elevator Corporation
21A Fire Protection
Performance Fire Protection
The Hiller Companies, LLC
Wolverine Fire Protection
22A Plumbing
Cam-Ful Industries
Precision Plumbing
SPC Mechanical Corp.
23A HVAC & Controls
Cam-Ful Industries
E2 Industrial Refrigeration LLC
McKenney's
MSS Solutions, LLC
SPC Mechanical Corp.
Superior Mechanical Systems
E2 Optics





Armstrong Mechanical
Johnson Controls
26A Electrical
Evergreen Innovation Group
Fountain Services, LLC
Lake Electric
27A Data & Communications
Cabling Solutions Inc. (CSI Technology Integrators)
Data Communications Inc
G&S Communications and Technical Services, Inc.
E2 Optics
Globenet USA
Dusoul Company, Inc., dba TSAV
28A Security & Access Control
Symphony Technology Solutions
Lake Electric
31A Earthwork
D.H. Griffin Wrecking Company, Inc.
Pedulla Trucking, Excavating & Paving, Inc.
Showalter Construction LLC
Siteworks, LLC
Timely Transportation & Logistics, Inc.
32E & 32F Hardscaping & Landscaping
SunSouth Carolinas (hardscaping)
Drake Building Maintenance and Restoration, Inc
Ground Thunder Construction



BURSON HALL BIDDING LOGISTICS MAP



State Construction Office ID: #22-24380-02A Code 42126 Item 309

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AD-101

$$1/16'' = 1'-0''$$
