

# NOTICE TO BIDDERS

Sealed proposals will be received by the University of North Carolina at Pembroke, Facilities, Planning, Design & Construction, Pinchbeck Building, Conference Room 141, One University Dr., Pembroke, North Carolina 28372 up to 2:00 pm on Wednesday, April 1<sup>st</sup>, 2026 and immediately thereafter publicly opened and read for the furnishing of labor, material and equipment entering into the construction of:

## UNC Pembroke Chavis Building 2<sup>nd</sup> Floor HVAC Renovation

Removing and replacing two (2) existing air-handling units serving the 2<sup>nd</sup> floor. The work includes replacing the existing fan powered terminal units with single duct terminal units, new ductwork, new piping, associated HVAC controls and power connections to the new equipment.

Bids will be received for Single Prime. All proposals shall be lump sum.

General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for "Unlimited Building" or "Unclassified."

NOTE--SINGLE PRIME CONTRACTS: Under GS 87-1, a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a "general contractor" and shall be so licensed. Therefore, a single prime project that involves other trades will require the single prime contractor to hold a proper General Contractors license. **EXCEPT:** On public buildings being bid single prime, where the total value of the general construction does not exceed 25% of the total construction value, contractors under GS87- Arts 2 and 4 (Plumbing, Mechanical & Electrical) may bid and contract directly with the Owner as the SINGLE PRIME CONTRACTOR and may subcontract to other properly licensed trades. [GS87-1.1- Rules .0210](#)

## Pre-Bid Meeting

A mandatory pre-bid meeting will be held for all bidders in the Pinchbeck Conference Room 141, UNC Pembroke Campus, Pembroke, North Carolina at 10:00 am on Friday, March 13<sup>th</sup>, 2026. The meeting will address project specific questions, issues, bidding procedures and bid forms.

A walk thru of the Project Site will follow the pre-bid formal meeting.

Complete plans, specifications and contract documents will be made available upon request to bidding prime contractors in electronic format thru electronic mail. There will be no deposit required for the electronic files provided to the bidders. If the bidding contractor requires hard copies of the plans, specifications and contract documents, these can be obtained with a plan deposit of \$100 (One hundred dollars and zero cents) from the following:

Engineered Designs PLLC  
Attention: John R. Quiocho, PE, LEED AP, CxA  
1151 SE Cary Parkway, Suite 200  
Cary, NC 27518  
(919) 851-8481 main / (919) 307-4844 direct  
Email: [jquiocho@engineereddesigns.com](mailto:jquiocho@engineereddesigns.com)

The deposit will be returned if the plans, specifications and contract documents are return in good condition.

The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall

include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid.

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.

Each proposal 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. 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.

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.

The owner reserves the right to reject any or all bids and to waive informalities.

Designer:  
Engineered Designs PLLC  
(Name)

Owner:  
University of North Carolina Pembroke  
(Agency/Institution)

1151 SE Cary Parkway, Cary, NC 27518  
(Address)

Planning, Design and Construction

One University Drive, Pembroke, NC 28372  
(Address)

(919) 307-4844/(919) 418-6481 (cell)  
(Phone)

(910) 775-4576  
(Phone)

Contact: John Quioco  
[jquicho@engineereddesigns.com](mailto:jquicho@engineereddesigns.com)

Contact: Matt Greene  
[matt.greene@uncp.edu](mailto:matt.greene@uncp.edu)