

BID PACKET REQUIREMENTS

The bid package shall be submitted in **TWO separate envelopes.**  
Each envelope will be clearly marked on the exterior with the following:

**ENVELOPE Number 1 (Bid Bond Package DO NOT PUT BID IN THIS PACKAGE)**

Top left corner of the envelope will contain the following information:

- 1. Prime Contractor Name: \_\_\_\_\_
- 2. Prime Contractor License Number: \_\_\_\_\_
- 3. Prime Contractor Mailing address: \_\_\_\_\_

Top right corner of the envelope will contain the following information:

- 4. Names of First Tier Contractors
  - General \_\_\_\_\_
  - Mechanical \_\_\_\_\_
  - Electrical \_\_\_\_\_

Center of the envelope will contain the following information:

- 5. Mailing address for: Orange County Schools  
 Attn: Patrick Abele, Deputy Superintendent  
 200 East King Street  
 Hillsborough, NC 27278

Lower front half of the envelope will have the following information:

- 6. This package contains the Bid Bond for Orange County Schools Project:  
Efland-Cheeks Elementary School – HVAC Replacement

**ENVELOPE Number 2 (Bid Package Documents DO NOT PUT BOND IN THIS PACKAGE)**

Top left corner of the envelope will contain the following information:

- 1. Contractor Name: \_\_\_\_\_
- 2. Contractor License Number: \_\_\_\_\_
- 3. Contractor Mailing address: \_\_\_\_\_

Top right corner of the envelope will contain the following information:

- 4. Names of First Tier Contractors
  - General \_\_\_\_\_
  - Mechanical \_\_\_\_\_
  - Electrical \_\_\_\_\_

Center of the envelope will contain the following information:

- 5. Mailing address for: Orange County Schools  
 Attn: Patrick Abele, Deputy Superintendent  
 200 East King Street  
 Hillsborough, NC 27278

Lower front half of the envelope will have the following information:

- 6. This Package contains the Completed Bid Package Documents as required in the Project Scope for Orange County Schools Project:  
Efland-Cheeks Elementary School – HVAC Replacement

***All envelopes must be SEALED and delivered by courier or hand delivered ON OR BEFORE the date and time noted on the bid documents. Note: OCS is not responsible for delays, late***

## BID PACKET REQUIREMENTS

***arrivals, delivery errors or lost items transported by courier services. Contractor is responsible for ensuring bid packets are delivered during normal business hours from 8:30 am to 4:30 pm Monday-Friday excluding federal holidays. Orange County Schools will be closed on Federal and State Holidays.***

**The following completed documents will be required in your base bid package:**

1. Form of Proposal – Single Prime Contract
  - a. NOTE: Part 5, Addenda Acknowledgment **must** be filled out with the correct number of Addenda's Issued before bid date.
2. Non-Collusion Affidavit
3. Bid Bond
4. Bid Bond Power of Attorney
5. M/WBE Forms
  - a. Identification of Minority Business Participation – **AND** –
  - b. Affidavit A – Listing of Good Faith Efforts – **OR** –
  - c. Affidavit B – Intent to Perform Contract with Own Workforce

**The omission of any of the above forms will constitute the bid as invalid and the contractors bid amount will not be read.**