

Instructions for Bidders

Request for Quotes: Garinger High School Security Gate

School name: Garinger High School
 1100 Eastway Driver
 Charlotte, NC 2825

Project Mgr. Gene Browning, Senior Facilities Architect
 Architecture Department
 Charlotte Mecklenburg Schools
 Building Services

Procurement Lead: Yolanda Fergerson
 Manager, Facilities and Contract Administration
 yolandas.fergerson@cms.k12.nc.us
 980-343-6050

INSTRUCTIONS

Charlotte Mecklenburg Schools seeks quotes/formal bids for the above referenced Project.

A Summary of Work and Drawings are attached for your review.

Any applicable plans or specifications are referenced therein.

Documentation required:

- **Provide total quote/bid on attached bid document for the project.**
- Provide all documentation required in connection with CMS' Minority, Women and Small Business Enterprise Program with response.
- E-Verify
- 5% Bid Bond Will Be Required With All Bid Documents
- Successful bidder will be required to submit payment and performance bond for 100% Bid amount prior to contract award
- Addenda (if applicable)

CMS desires to promptly approve and sign a contract after a decision has been made to award. The Company awarded the contract is expected to promptly sign the contract in the form attached hereto. The Charlotte-Mecklenburg Board of Education objects to and will not evaluate or consider any additional terms and conditions submitted with a quote. This applies to any language appearing in or attached to the document as part of the offeror's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.**

It is the offeror's responsibility to assure that all addenda have been reviewed, signed and returned.

Failure to sign and return any and all addenda in accordance with instructions may subject your bid to rejection.

Protest Procedures

When an offeror wants to protest a contract award pursuant to this solicitation, they must submit a written request to the Chief Finance Officer of T h e Charlotte-Mecklenburg Board of Education. This request must be received within (10) Ten consecutive calendar days from the date of the contract award, and must contain specific sound reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Offerors may call the Procurement Official listed on the first page of this document to obtain a verbal status of contract award. If the Chief Finance Officer can render a decision based on the facts without a meeting, a written response with a decision will be rendered within 10 consecutive calendar days of the receipt of the protest letter. If not, The Chief Finance Officer will schedule a meeting with the protesting party to hear their complaint. This meeting will be held within 30 consecutive calendar days after receipt of the written protest. The Chief Finance Officer will respond to the protesting party in writing with a decision within 30 consecutive calendar days from the date of the protest meeting. All decisions of the Chief Finance Officer shall be the final administrative review

If awarded contract, your company will need to provide (with the signed contract) a certificate of insurance identifying “The Charlotte Mecklenburg Board of Education” as Additional Insured and the Certificate Holder section reading as follows:

The Charlotte Mecklenburg Board of Education
P.O. Box 30035 (No Attn: Line)
Charlotte, NC 28230-0035

An optional Pre-Bid Meeting will be held on Tuesday, April 4, 2023 @ 1PM at 1100 Eastway Drive, Charlotte, NC 28205.

Bids by Mail or Hand Delivered **only by 1PM on April 11, 2023 to 3301 Stafford Drive, Charlotte, NC 28208 at which time they will be opened publicly.**

All questions must be in writing and, received by the procurement leady, Yolanda Fergerson NLT 1PM on April 6, 2023.

All Addendum will be issued via email and must be acknowledged at bid opening by signing and submitting with bid documents.

The Charlotte-Mecklenburg BOE reserves the right to reject any bid and to waive informalities.

Included Documents

- **Summary of Work/Drawings**
- **Spec Section**
- **Bid Form**
- **Contract Sample (with standard terms and conditions)**
- **MWSBE Information**
- **E-Verify**
- **Bond Documents**