

# Instructions for Bidders

**Request for Quotes:** Phillip O. Berry Academy of Technology Chiller Replacement

**School name:** Phillip O. Berry Academy of Technology  
1430 Alleghany Street  
Charlotte, NC 28208

**Procurement Lead:** Yolanda Fergerson  
Manager, Facilities and Contract Administration  
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980-343-6050

**Project:** Phillip O. Berry Academy of Technology Chiller Replacement

## **INSTRUCTIONS**

Charlotte Mecklenburg Schools seeks informal 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 bid on bid form (bid form will be sent with first addendum)
- Provide all documentation required in connection with CMS' Minority, Women and Small Business Enterprise Program with response.
- Communicate any concerns if any regarding the contract form
- E-Verify
- 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.**

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

**Pre-bid Meeting:** There will be a mandatory pre-bid Meeting **Tuesday, Mar. 18, 2025 at 10:00 A.M. at Phillip O. Berry Academy of Technology, 1430 Alleghany Street, Charlotte, NC.**

**Bids to be submitted by:** **Thursday Mar 27, 2025 NLT 2:30 PM** by mail or hand delivered only to 3301 Stafford Dr.

**Charlotte, 28208. Bids will be publicly opened at this time.** \_\_\_\_\_

**All questions are to be in writing and received no later than Monday, March 24 2025 by 9am..**  
All Addendum will be issued via email and must be acknowledged at bid opening.

If you chose not to quote this project, please submit an email stating such by the quote due date to avoid being taken out of consideration for future projects.

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

#### **ATTACHMENTS**

- **Summary of Work/Drawings**
- **Form of Contract**
- **MWSBE Information**
- **E-Verify**
- **Bid Bond**
- **Payment and Performance Bonds**

#### **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 The 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.