

## NOTICE TO BIDDERS

Sealed proposals will be received by Lenoir Community College in Kinston, NC via either of the following:

**Mailing Address:**

ATTN: Deborah Sutton, Senior Vice President of Administrative Services/COO  
Administration (Building 003), Room 105  
231 Hwy 58 South  
Kinston, NC 28502

*or*

**Hand-Delivery Address:**

ATTN: Deborah Sutton, Senior Vice President of Administrative Services/COO  
Administration (Building 003), Room 105  
231 Hwy 58 South  
Kinston, NC 28502

Sealed proposals will be received up to 3:00 PM on Monday, **March 25, 2024** and immediately thereafter in the Lenoir Community College Administration (Building 003), Board Room (103), located at 231 Hwy 58 South, Kinston, NC 28502 publicly opened and read for the furnishing of labor, material and equipment entering into the construction of

### **Cosmetology Suite Renovation**

Renovation of portions of an existing cosmetology space in the Kinston, NC campus Bullock Building.

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

### **Pre-Bid Meeting**

An non mandatory pre-bid meeting will be held for all interested bidders on February 27 at 2:00 PM in the Lenoir Community College Administration (Building 003), Board Room (103), located at 231 Hwy 58 South, Kinston, NC 28502. The meeting will discuss general scope of the project, bidding procedures, and bid forms. A campus map is available at this website: <https://static.lenoircc.edu/pdf/campusmap.pdf>

Complete plans, specifications and contract documents will be open for inspection in Minority Plan Rooms:

United Minority Contractors of North Carolina (919) 956-8889 option #0

Hispanic Contractors Association of the Carolinas (HCAC) in Winston-Salem,  
Charlotte and Raleigh Areas – 877-227-1680

Bidders may also obtain, and/or examine electronic Bidding Documents by visiting <https://www.moseleyarchitects.com/bidding/>. Any printing of the drawings needed by the contractor will be at Contractor's expense.

In order for Moseley Architects to maintain an accurate list of plan holders (General Contractors only), each GC shall forward and complete the following required steps:

1. Submit the following information to Moseley Architects:

ATTN: Jessica Hill [jhill@moseleyarchitects.com](mailto:jhill@moseleyarchitects.com)

Company Name:

Address:

Phone/Fax Number:

E-mail Address:

Contact Person:

2. Visit [moseleyarchitects.com](http://moseleyarchitects.com), select "Bidding" (LCC Cosmetology Suite Renovation), click on "Bid Documents", and follow the instructions located at the top of the page to "Request a key". Once complete, access to the electronic Bid Document files can be obtained, saved, and/or examined as needed.

If a contractor is bidding under the dual system both as a single prime contractor and as a separate prime contractor, he must submit the bids on separate forms and in separate envelopes. Bidders should clearly indicate on the outside of the bid envelope which contract(s) they are bidding.

**NOTE:** 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. (GS143-128.2c Effective 1/1/2002.)

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

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 Construction.

**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](#)

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.

A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price.

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 30 days.

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

Designer:

**Moseley Architects**

911 N. West Street  
Raleigh, NC 27603  
919-840-0091

Owner:

**Lenoir Community College**

Administration (Building 003), Room 105  
231 Hwy 58 South  
Kinston, NC 28502  
252-527-6223