



Vendor Information Guide (Feb2012)

Construction:

UNC Charlotte complies with the regulations, policies and procedures set forth in the State Construction Manual. Complete information regarding the design, construction and renovation of state buildings is available at the **State Construction Office (SCO)** website – <http://www.nc-sco.com>. Specific information regarding UNC Charlotte design and construction standards is available in the Design & Construction Manual found at <http://facilities.uncc.edu>.

Informal Construction Projects (requirements less than \$500,000) at UNC Charlotte are handled as follows;

1. **Construction projects less than \$30,000** are managed by the **Design Services** office within **Facilities Management** (<http://facilities.uncc.edu>), and the **Purchasing** department which is under **Materials Management** and **Financial Services** (<http://finance.uncc.edu/materials-management>). These projects are not advertised and the project managers and buyers have the flexibility to select the contractors contacted to provide quotes for these projects. Contractors normally selected for these requirements have experience working on state and/or local government projects.
2. **Construction projects \$30,000 up to \$500,000** are managed by the Purchasing department. These bids are posted to the North Carolina Department of Administration **Division of Purchase & Contract** website – <http://www.doa.state.nc.us/pandc/> – at the **Interactive Purchasing System (IPS)** link, under **Bids by Department – UNC at Charlotte**. The complete requirement, including specifications and drawings, are included with the bid document and must be downloaded from this site. Mandatory pre-bid proposal meetings are required. Bid, payment and performance bonds are not required. UNC Charlotte does not typically pre-qualify contractors for Informal projects; however, the University has the option to pre-qualify general contractors and/or trade specific contractors, to handle anticipated workloads. These Requests for Information Pre-qualification requirements are posted to the IPS. . Requirements for pre-qualified contractors are not advertised on the IPS website. A list of the Prequalified Contractors for 2012 Informal projects is included with this document.
3. **Job Order Contracting (JOC)** is a firm fixed price, competitively bid, alternative procurement process that UNC Charlotte uses for construction and repair projects between **\$30,000 and \$300,000**. These one (1) year contracts (with 3 option years) have been awarded to two (2) JOC contractors who serve as the prime contractors and provide subcontracting opportunities to small, minority, women and disabled-owned businesses. The Design Services office manages the JOC program. JOC requirements are not posted to the IPS website. Firms are advised to contact the JOC contractors; I.L. Long Construction Company (336.661.1887), and MV Momentum Construction (704.672.6033) for subcontracting opportunities.

Capital (Formal) Construction Projects (requirements \$500,000 and above) at UNC Charlotte are managed by the **Capital Projects** team within the Facilities Management department. Capital projects are posted on the **IPS** website, under **Bids by Department - UNC General Administration Design/Construction**. They can also be found at the **UNC System** website – <http://www.northcarolina.edu/info/vendors/opportunities.htm>. Detailed information regarding the project will be posted at the Facilities Management website – <http://facilities.uncc.edu/advertisements>. Capital Projects require bid, performance and payment bonds and UNC Charlotte typically pre-qualifies contractors for every project. UNC Charlotte follows either the Single Prime bidding/contracting process (contractor pre-qualifies with the university) or the Construction Manager at Risk method (1st Tier contractors must pre-qualify with the general contractor selected by the university to serve as the Construction Manager for the project).

Minority Business Enterprise (MBE) Participation – General Statue **143-128.2** establishes a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. UNC Charlotte is committed to exceeding the 10% goal. Minority, women and disabled-owned businesses are encouraged to participate on UNC Charlotte construction projects, as either Prime and/or Subcontractors. **“The Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts”** can be found at the SCO website – <http://www.nc-sco.com/default.aspx> – under **Recruitment and Selection of Minority Business Enterprises**. It is recommended that firms interested in Capital projects become familiar with these guidelines, particularly the **“Minimum Compliance Requirements”** for **Good Faith Efforts**.

Design Services:

Designers at UNC Charlotte are selected one of two ways;

1. **Open End Design Agreements (OEDAs)** – these are one (1) year (January – December) fixed term contracts for professional services (architectural, civil/site engineering, commissioning, construction services, MEP, surveying, transportation, etc), that are provided on an as need basis for miscellaneous projects under \$500,000. Annual fees may not exceed \$150,000 in total value and no single project shall exceed a \$50,000 fee. These contracts may be extended one additional year. OEDAs are used by both Design Services and Capital Projects. Qualification requirements are posted to the **IPS** and **UNC System** websites in the late spring timeframe. Qualification submittals are reviewed and selected by committees.
2. **Design Services for projects \$500,000 and above** (Formal) require qualification submittals, submittal reviews, short list selection, oral presentations (from short listed firms) and final selection.

Commodities & Services:

UNC Charlotte is committed to supporting **Executive Order 150** which encourages each agency to strive to increase the total amount of goods and services acquired from HUB vendors whether directly as principal contractors or indirectly as subcontractors or otherwise. See legislation at <http://www.doa.nc.gov/hub/>. Materials Management is responsible for the purchase of goods and services at UNC Charlotte to support the faculty and staff.

The University has ongoing requirements for the following commodities; Office equipment and supplies, Office furniture, Motor vehicles and supplies, IT and telecommunications equipment, scientific laboratory equipment and supplies, Tools and shop supplies, Landscaping equipment and supplies, Building equipment and supplies. The University also has ongoing contract requirements for the following services; Printing and binding, Document shredding, Promotional items, Office equipment maintenance, IT/telecom services, Moving/relocation services, Security services, Waste removal and recycling, Pest control services, Irrigation services, Sprinkler inspections, Hood cleaning services, Hood suppression services, Fire extinguishers inspections/repairs, Air filter replacement, Hazardous removal services, Landscaping services, Temporary employment services, Housekeeping services, Monitoring services, Armored car services.

Purchases under \$5,000 can be awarded to businesses without competitive bids. The UNC Charlotte Purchasing Card (Bank of America Visa credit card) can be used by university departments to purchase small dollar goods under \$2500.

Purchases \$5,000 up to \$25,000 are competitive bids reserved for North Carolina vendors, if at all possible. Vendors providing these products need to contact Materials Management so our buyers can obtain vendor information.

Purchases \$25,000 and above are posted on the **IPS**, under **Bids by Department**, and are competitively bid.

Term Contracts – the State Division of Purchase & Contract enters into annual contracts with outside vendors to acquire favorable prices for many commonly used items. The State has contracts with several hundred suppliers, covering several thousand individual items. All state agencies, including UNC Charlotte, are required to purchase needed items from the contractors listed on the Term Contracts. The University is not allowed to deviate from Term contracts based on cost. It is not permissible to purchase items similar to those on contract and designed to perform the same function from a non-Term contract source. Items on State Term Contracts can be found at <http://www.doa.state.nc.us/PandC/>. These requirements are also posted on the **IPS**.

Vendors can register with **Vendor Link NC** – <http://www.pandc.nc.gov/VendorLinkNC.htm> to receive email notifications of bid opportunities that are posted on **IPS** that match the commodity codes in their vendor profile. Firms interested in construction opportunities need to list these Construction Codes (909, 910, 912, 913, and 914) in their vendor profile.

Statewide Uniform Certification (SWUC) Program – The SWUC Program was implemented to streamline the certification process of minority, women and disabled-owned businesses and create a centralized vendor database that all state agencies could use. Only firms certified by the **Office for Historically Underutilized Businesses (HUB)** as HUB firms (minority, women, and disabled-owned businesses) and listed in the SWUC vendor database will be counted towards HUB participation goals on UNC Charlotte contracts. Information for obtaining HUB certification status, to include the online certification application is available at <http://www.doa.nc.gov/hub>.

It is recommended that firms become familiar with the information posted at the websites referenced in this Guide.

Contacts

Capital Projects
Dorothy Vick
HUB Coordinator
704.687.0527
dlvick@uncc.edu

Design Services
John Boal
Asst Director
704.687.0529
jboal1@uncc.edu

Purchasing Department
Doug Pierce
Senior Buyer
704.687.7322
dlpierce@uncc.edu

2012 Prequalified Contractors for Informal (\$30K - \$500K) Construction Projects:

Prequalified Electrical Contractors:	Telephone	Email
Barnes & Powell Electric Company, Inc.	(252) 236-111	james@barnespowell.com
Beam Electric Company, Inc.	(704) 333-094	richy@beamelectric.com
Besco Electric Corporation	(704) 892-200	d.caylor@bescoelectrical.com
Bitting Electric, Inc.	(919) 467-417	ann.bitting@bittingelectric.com
Starr Electric Company, Inc.	(704) 568-600	jmcallister@starrelectric.net
Watson Electric Company, Inc.	(704) 947-151	rodney@watsonelectric.com
Watson Electrical Construction, Inc.	(252) 237-511	rrouse@watsonelec.com
		-
Prequalified General Contractors		
Bar Construction Company, Inc.	(336) 274-477	lsmith@barconstruction.com
Beam Construction Company, Inc.	(704) 435-206	rbrowne@beamconstruction.com
Conner Company of the Southeast	(704) 375-466	thatfield@connerco.com
Eaglewood, Inc.	(704) 483-853	eaglewood@aol.com
G.L. Wilson Building Company, Inc.	(704) 872-411	fgreene@glwilson.com
Godfrey Construction Company, Inc.	(704) 233-488	hoss@godfreyconstructioncompany.com
Hall Builders North & South Carolina, LLC	(803) 547-764	hallcustsc@comporium.net
Heartland Contracting, LLC	(704) 882-004	jmoore@heartlandnc.com
I.L. Long Construction Company, Inc.	(336) 661-887	jmitchell@illong.com
Little Mountain Builders of Catawba County, Inc.	(704) 489-403	littlemtnbldr@yahoo.com
Miles+McClellan Construction Company, Inc.	(336) 285-404	tim.mcclellan@mmbuildings.com
MV Momentum Construction, LLC	(704) 672-033	smeachum@mvmomentum.com
Tyler 2 Construction, Inc.	(704) 714-074	ctatum@tyler2construction.com
		-
Prequalified Paving Contractors		
Blythe Brothers Asphalt Paving Company, LLC	(704) 588-023	fblythe@blythedevelopment.com
Boggs Paving	(704) 289-482	gmiller@boggspaving.com
Granite Contracting	(704) 794-253	bradwhaley@granitecontracting.com
Pedulla Trucking, Excavating & Paving, Inc.	(704) 902-542	terri@pedulaexcavating.com
Rea Contracting (a Div of Lane Construction Corp)	(704) 394-354	jerry.tanner@reacontract.com
		-
Prequalified Roofing Contractors		
AAR of North Carolina, Inc.	(336) 727-534	jen@aarnc.com
Baker Roofing Company	(919) 828-975	kcampbell@bakerroofing.com
CityScape Roofing, Inc.	(828) 241-747	treeves@cityscaperroofing.com
Davco Roofing & Sheet Metal	(704) 817-788	jreed@davco-roofing.com
Triad Roofing Company, Inc.	(336) 767-087	kgwyn@triadroofing.com
Radco Construction Services, Inc.	(704) 392-850	jrademacher@radcoconstruction.com