

UNC System Web Site Advertisements Submission Information

Solicitations for designers, construction bids, and CM at Risk firms are to be posted on the UNC system web site as part of our effort to ensure the broadest range of participation possible in our projects. In addition, the prequalifying of contractors, solicitation of bid packages from prequalified contractors, and the posting of public meeting notices in compliance with the revised General Statute 133-3 are to be posted in this forum.

Advertisements placed on the UNC site are passed to the State's Interactive Purchasing System (IPS) to be posted there as well, with no additional action required by users at the institution/affiliate. The IPS system has a mechanism to issue nightly e-mail notifications to registered vendors who identify the categories they are interested in bidding on.

The vendor community is expecting ALL of our work (appropriate to current procedures and dollar limits) to be advertised on the UNC site. Placement of advertisements should allow sufficient lead-time for response and participation in any pre-bid conferences. Each institution is responsible for ensuring compliance with minimum advertising time frames specified in the State Construction manual. In addition, both the UNC and the State of North Carolina "Minority Business Participation Guidelines and Forms" require that the State HUB Office be notified of competitive bidding opportunities 21 days prior to bid opening. Since the State web site is the mechanism that provides this advance notification, via daily review by HUB Office staff, ads must be posted 21 days prior to scheduled opening.

Note that solicitations for design or construction can only be released for authorized projects. Appropriate legislative or State Budget Office authority must be in hand before posting ads and is verified based on projects listed in Interscope. Further, Primavera project schedules are required for projects in excess of \$500,000 and the existence of schedules is verified in the system before ads are posted. Finally, don't forget that the outcome of the designer selection process must be posted including the selected designer, amount of the contract, and the first and second runners-up.

The web address from which all types of postings may be entered is:

<http://www.northcarolina.edu/info/vendors/opportunities.htm>. Log in and password are the same as those you use to log into your campus computer every day.

- 1. To solicit the services of designers**, enter information in the fields shown under the category for designer solicitations. When you have completed the entries and are satisfied they are correct, click on "submit" and the request will appear for approval at the UNC System Office and then be posted.

All of the submission categories function in this same way. Note that "Tab" should be used to move from one field to another. When "Return" is pressed, the system assumes the advertisement is being submitted and you may generate numerous incomplete advertisements in this way. Budget amounts should be entered without commas, dollar signs, or other punctuation or the amount will appear in the ad only up to the point where a comma, etc. is entered. Commas will be automatically inserted as part of the format the advertisement takes on when it is posted. Also, solicitation closing/bid opening dates must not be on weekends or holidays, including federal holidays when the U.S. mail is

not delivered. The State's IPS system will not permit posting of advertisements with these dates. If you do not receive a confirmation message indicating that the ad has been submitted, it has not processed successfully and you should try again and/or request assistance (mdtripp@northcarolina.edu or jrose@northcarolina.edu). Postings are generally made within one business day, but on occasion may be as long as two or three. Please allow sufficient lead time for posting to be completed and still meet required times to closing dates.

- 2. To bid construction projects**, enter information in the fields shown under the category for construction bid solicitations. Please clearly indicate if the pre-bid conference is mandatory. This is important in how the advertisement appears when it is passed over to the State IPS system, as that site has a separate field for mandatory site visits. Also, be sure to make an appropriate entry in the minutes column for pre-bid and bid opening times. If this field is left blank, no time will appear in the final advertisement, even if you had entered an hour in that time column. Both a mailing address where bids may be mailed or delivered and a physical bid opening location, if different from the mailing address, must be provided.
- 3. To prequalify construction firms**, enter information in the fields shown under construction prequalifying solicitations. While prequalifying is required to prequalify subcontractors under the CM at Risk construction method, prequalifying may be used for any project. You will save yourself a number of inquiries if you can include information such as a web site where prequalifying packages may be obtained.
- 4. To bid packages involving prequalified construction firms**, enter information under bid package solicitations from prequalified firms. You may list the number, title, and package information in the appropriate field without having to do a separate advertisement for each package, provided they are being opened on the same date and time. Separate ads are necessary to reflect openings at different times or dates and times. To improve readability of the resulting advertisement, please use punctuation between information on different packages. Carriage returns which may appear on screen, will not carry over to the final posting when the ad is submitted, making punctuation essential. Otherwise, the text appears as an ongoing string of information and becomes very difficult to read. The list of prequalified firms or a web site that lists them so that subs know who they may contact must be included. Both a mailing address where bids may be mailed or delivered and a physical bid opening location, if different from the mailing address, must be provided.
- 5. To solicit the services of a CM at Risk firm**, enter information under Construction Manager at Risk Solicitations. Like prequalifying of construction firms, you will save yourself a number of inquiries if you can include information such as a web site to access the submission package or other details of what you expect to see submitted in response to this solicitation.
- 6. To advertise a public meeting in compliance with GS 133-3**, enter information under Public Meeting Notices under GS 133-3. Similar to the bid packages for prequalified firms, the field to list items being considered is a large text field so that you have the flexibility to list numerous items, but punctuation helps make it more readable. It is

feasible to include a number of items and projects in a single meeting without posting separate notices for each under consideration. However, the space available for project name is limited. Current rules require that the specific items being considered be listed (such as Simplex fire alarms, LCN closers, etc.), not just the project for which brand name alternates are being considered.

- 7. To post the outcome of a designer selection** after executing a contract, enter information in the fields shown under approved design contracts. Note that the contract fee must be posted so this entry cannot be made until after the contract is negotiated. However, Interscope entries should be made identifying the designer selected and selection date as soon as possible and are generally made prior to posting the outcome on the web site.

Open-ended selections may be posted by indicating in the title that entries are in “no order” and then listing the selected firms. If more firms are being contracted than space allows, simply list the additional firms on another form.

- 8. Other advertisements (design-build, design-build bridging, public-private partnership)** – Public notice is required for design-build, design-build bridging, and public-private partnership opportunities as specified in statute (G.S. 143-128.1A, B, and C). While there are currently no separately identified categories for these projects in the advertisement web application, use of both the designer and construction bid solicitation categories should cover the prospective target markets. Submit advertisements in both design and construction categories for posting. Public-private partnerships are only required to be advertised in a newspaper local to the county where the project is located, but ads may be submitted on the web if desired.

Advertisements are archived reasonably promptly (usually next working day) after their closing/opening dates. If you have an unsuccessful bid opening and need to readvertise or if you know before the opening date that you want an extension, the ad can be edited in lieu of submitting a new entry by notifying Miriam Tripp via e-mail at mdtripp@northcarolina.edu before the ad is archived. The State’s IPS system automatically deletes postings as of their opening date so any rebid or extension that is made in the UNC web site has to be re-posted at that site. This is done for you based on your request in the UNC web posting.

While you cannot retrieve and edit ads once you have submitted them, they can be edited at the UNC System Office if necessary. Again, e-mail Miriam Tripp to identify the advertisement and the needed corrections.

Finally, if you wish to print a copy of your advertisement either as you have submitted it for posting or as it appears in its final copy, clicking on the printer icon will provide a “printer-friendly” version for your printing. Submitted copy, if lengthy, will not print completely from this submission screen, but a complete printing may be obtained from the final posted copy.