

UNC System Web Site Solicitations Submission Information

Solicitations for designers, formal 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 also posted on the state's Interactive Purchasing System (IPS), 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, while the UNC website does not provide this service. All advertisements are also shared with the State HUB Office.

The vendor community is expecting ALL of our work (appropriate to current procedures and dollar limits) to be advertised on the UNC and IPS sites. Solicitations for design or construction may only be released for authorized projects, as approved by the appropriate authority (Board of Trustees, Board of Governors, legislature, or State Budget Office). A solicitation title that matches or closely matches the authorized project, as shown in Interscope, aids the posting process and minimizes delay.

Each institution is responsible for ensuring compliance with minimum advertising time frames specified for design and construction solicitations in the "State Construction Manual" (reference Chapters 300 and 600). Placement of advertisements must allow sufficient lead-time for response and participation in any pre-proposal meetings or pre-bid conferences. In addition, State Construction's "Guidelines for Recruitment and Selection of Minority Business Participation in State Construction Contracts" requires that the State HUB Office be notified of competitive construction bid opportunities 21 days prior to bid opening. Posting advertisements on these web sites 21 days prior to scheduled opening is a tool for complying with this requirement and is recommended.

Finally, the outcome of the designer selection process must be posted, including the selected designer, design fee, and the second and third-ranked firms.

The web address for all postings is:

<https://www.northcarolina.edu/apps/finance/vendors/opportunities.htm>.

General Information

Log in/Log out

- Users must be logged in to access the system for posting solicitations.
- Log in and password are the same as those used to log in on campus daily.

- To log in, scroll to the bottom of the northcarolina.edu web site and click on “Apps Login.” Remember to log out when entry work is completed, although automatic logout will occur daily or when the computer is turned off.

Submitting a Solicitation

- Click on the “Submit a New Project” line at the top of the appropriate solicitation category for the desired service.
- Enter information in the fields shown on the resulting blank form.
- When entries are complete and correct, click on “submit.”
- The UNC System Office receives an auto-email alert of the submission.
- The UNC System Office will process the posting, and contact the institution if any additional information is needed.
- Submissions may not be retrieved or accessed by the submitter. Edits may only be made by contacting the System Office (email mdtripp@northcarolina.edu).
- The UNC System Office will post the resulting ad on the IPS system.

Tips

- Navigating - “Tab” should be used to move from one field to another. When “Return” is pressed, the system assumes the advertisement is being submitted and will generate numerous incomplete advertisements in this way.
- URLs – Extremely long web addresses cannot be accommodated within the available space for the solicitations. If the address cannot be shortened to fit the available field, include it in another text field, such as the project description.
- Budgets - 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.
- Closing dates – Consider other project closing dates throughout the UNC system and within the local region when setting solicitation deadlines, as those dates may affect participation on the project being advertised. 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 on dates when U.S. mail delivery is not available.
- Opening locations/addresses - Both a mailing address where responses may be mailed or delivered and a physical opening location, if different from the mailing address, and as suitable for the type of solicitation, must be provided.
- Confirmation of submittal - If an auto-generated confirmation email message indicating that the ad has been submitted successfully is not received upon submission, it has not processed successfully. Resubmit and/or request assistance (jrose@northcarolina.edu or mdtripp@northcarolina.edu).
- Turn-around time - Please allow three business days for posting to be completed and still meet required times to closing dates.
- Extended opening/rebids - If there is an unsuccessful bid opening requiring readvertisement or if an extended opening date is desired, the ad may be edited in

lieu of submitting a new entry by notifying Jeanine Rose (jrose@northcarolina.edu) or Miriam Tripp (mdtripp@northcarolina.edu). The state's IPS system is updated based on these requests.

- Archiving expired ads - Advertisements are archived reasonably promptly, usually weekly following their closing/opening dates.
- Printed copy - To print a copy of the advertisement, either as submitted for posting or as it appears in its final copy, click on the printer icon for a "printer-friendly" version. Submitted copy, if lengthy, will not print completely from the submission screen, but a complete printing may be obtained from the final posted copy.

Solicitation Category-Specific Information

1. Designer Solicitations

- There is no public opening for designer solicitations, so there is no field for entering an opening time. Designer solicitations close at 5 pm on the date entered.
- Note that a design category, "Bridging Design Documents for Design-Build," has been added in the "Type of Services" drop-down menu." Please use this category for soliciting these services under G.S. 143-128.1B

2. Design-Build Solicitations

- The design-build construction delivery method category was added in June 2019 to support solicitations required under G.S. 143-128.1A.
- A web site providing available information on the project (including bridging documents, if prepared) and details of expectations for submittals must be included in the solicitation for posting.

3. Approved Design Contracts

- Both the firm selected and the design fee must be posted on the web site following the entry of the selected designer in Interscope.
- Open-ended designer 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 submission form.
- Interscope entries are to be completed within a week following selections.

4. Construction Bids

- Clearly indicate if the pre-bid conference is mandatory. This is important in how the advertisement appears when it is posted on the state IPS system, as that site has a separate field for mandatory site visits. 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 an hour had been entered in the appropriate column.

5. Construction Solicitations to Prequalify Contractors

- While prequalifying is required for subcontractors under the CM at Risk construction method, prequalifying may be used for any project.
- Include information, such as a web site, where prequalifying submittal packages may be obtained.

6. Construction Bid Solicitations from Prequalified Contractors

- Multiple subcontractor bid packages may be included in a single solicitation, provided they are being opened on the same date and time. Include package number, title, and description for each package being bid.
- Separate solicitations 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. Otherwise, the text appears as an ongoing string of information without spacing or punctuation and becomes very difficult to understand. Carriage returns which may be included when copying/pasting from other documents may appear on screen, but not be reflected in the submission as it is transmitted, making punctuation essential.
- The list of prequalified firms and contact information or a web site that lists them so that subs know who they may contact must be included.

7. Construction Manager-at-Risk Solicitations

- Provide a web site or other information on where the submission package may be obtained and any instructions regarding submittal processes or responses.
- Be sure you have a submission package ready before submitting a solicitation.

8. Public Meeting Notices Under GS 133-3 (Preferred Alternates)

- Multiple preferred alternate items and projects may be addressed in a single meeting without posting separate notices for each under consideration. Please use punctuation to ensure readability.
- Space available for project name is limited, however, so combining projects may require some abbreviations.
- Specific items being considered as preferred alternates must be listed (such as Simplex fire alarms, LCN door closers, etc.).