

# STATE OF NORTH CAROLINA STANDARD FORM OF INFORMAL CONTRACT AND GENERAL CONDITIONS

FOR

## REID GYMNASIUM - REID119 TOILET ROOM RENOVATION Western Carolina University – Cullowhee, NC SCO ID No.: 23-26576-01A

### SCOPE OF WORK

Project consists of the renovation of existing Toilet Room located on the First-Floor Level of the REID Gymnasium located at 194 Memorial Dr, Cullowhee, NC 28723. Scope involves the removal and replacement of all interior finishes to include existing floor and wall tile and related transitions, plumbing and lighting fixtures. Two new thru-roof exhaust fans using existing roof penetrations are also required. Access to roof is available via exterior wall ladder on building's rear access road.

### PRE-BID MEETING

A non-mandatory Pre-Bid meeting is scheduled for **Thursday, January 11th, 2024, at 3:00 pm** with a site tour immediately following. Meeting held at the location below:

Western Carolina University - Facilities Management  
3476 Old Cullowhee Road  
Cullowhee, NC 28723  
Facilities Management Conference Room

### NOTICE TO BIDDERS

Sealed bid for this work will be received by:

Javier Torres, AIA, NCARB, CDT, LEED AP  
University Architect  
Western Carolina University - Facilities Management  
3476 Old Cullowhee Road  
Cullowhee, NC 28723  
Facilities Management Conference Room

up to **3:00 PM**, on **Thursday, February 1, 2024**, and immediately thereafter publicly opened and read aloud.

Complete plans and specification and contract documents may be obtained by visiting Western Carolina University's 'Project Solicitations' webpage found at:

<https://www.wcu.edu/discover/campus-services-and-operations/facilities-management/facilities-planning-design-and-construction/project-solicitations.aspx>

Addenda for the Project will be posted to the above listed website.

Submit the following information to WCU Facilities Management by email: [jtorres@wcu.edu](mailto:jtorres@wcu.edu)

**ATTN:** Javier Torres, AIA

Company Name:

Address:

Phone/ Fax Number:

Email Address:

Contact Person:

Refer to the Instructions to Bidders for bidding procedures and requirements. Any questions relating to the Bidding Documents shall be directed to the University Architect at [jtorres@wcu.edu](mailto:jtorres@wcu.edu). Deadline to submit any questions to the University Architect is **Friday, January 26, 2024, by 5pm**. Responses will be issued as an Addendum 5 days prior to bid date.

Contractors are hereby notified that they must have proper license under the State laws governing their respective trades and that North Carolina General Statute 87 will be observed in receiving and awarding contracts. General Contractors must have general license classification for **GENERAL CONTRACTOR**.

No bid may be withdrawn after the opening of bids for a period of 30 days. The Owner reserves the right to reject any or all bids and waive informalities. Bids shall be made only on the BID/ACCEPTANCE form provided herein with all blank spaces for bids properly filled in and all signatures properly executed.

Please note on the envelope:

**Bid: Attn: Javier Torres, AIA, NCARB, CDT, LEED AP**

University Architect

Western Carolina University

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February 1, 2024