Section 3: Bid
Bid Opening Conference and Bid Evaluation
Approved: August 3, 2009
Revised: September 3, 2013

Reference
UNCG HUB Plan
UNCG HUB Bid Evaluation Procedures

GENERAL

The HUB Coordinator will continue to take every measure to meet or exceed the State’s goal of 10% HUB participation (15%-UNCG). Modifications and additions will be made as required based on changes to the governing requirements and this University’s construction program.

INFORMAL PROJECTS

On project between $5,000 and $500,000, construction business submitting bids must meet the stated HUB goal of 10% or demonstrate a “Good Faith Effort” in the solicitation of HUB subcontractors. The ten good faith efforts are identified on Affidavit A per G.S. 143-128.2. The HUB Coordinator will review the following bid documents:

- Contractor’s project quote or bid with the following documents:

  1. Affidavit A: Listing of Good Faith Efforts
     - 50 points earned from the good faith efforts listed for the bid to be considered responsive
     - Signature and notarization of affidavit
  2. Affidavit B: Intent To Perform Contract With Own Workforce
     - Submitted ONLY if the contractor will self-perform the entire scope of work.
     - Signature and notarization of affidavit
  3. Identification of Certified/Minority Business Participation
     - Identification of HUB subcontractor, vendor, supplier or professional services to be use on this project.

A bid that does not include the Identification of Minority Business Participation form and Affidavit A OR the Identification of Minority Business Participation form and Affidavit B, may be considered non-responsive and the bid may be rejected.

After Bid Opening: Within 72 hours of being notified, the apparent low bidder must submit:

Affidavit C-Portion of The Work To Be Performed By Firms (If minority business participation is equal to or greater than 10% of the bidder’s total contract price as defined in G.S. 143-128.2 (g)).
• Signature and notarization of affidavit
• Identification of the minority (HUB) firm with their minority category, HUB certified status, work description and dollar value.

OR

Affidavit D-Good Faith Efforts (If minority business participation is less than 10% of the bidder’s total contract price as defined in G.S. 143-128.2.

• Signature and notarization of affidavit
• Identification of the minority (HUB) firm with their minority category, HUB certified status, work description and dollar value.
• Submission of ALL back-up documents showing the bidder’s good faith efforts
  1. Example C: The HUB Coordinator will request the telephone logs of the follow-up calls to each firm that was sent a solicitation.

If the submitted documentation does not accurately or adequately meet the good faith efforts criteria, the bid may be rejected and award may be made to the next lowest responsible and responsive bidder.

Obtaining Purchase Order For Informal Project

• Upon final review, the HUB Coordinator will issue an approval letter to proceed with obtaining a purchase order.

FORMAL PROJECTS

On project that greater than $500,000, construction business submitting bids must meet the stated HUB goal of 10% or demonstrate a “Good Faith Effort” in the solicitation of HUB subcontractors. The ten good faith efforts are identified on Affidavit A per G.S. 143-128.2. The HU Coordinator will review the following bid documents:

• Contractor’s project quote or bid with the following documents:

  1. Affidavit A: Listing of Good Faith Efforts
     • 50 points earned from the good faith efforts listed for the bid to be considered responsive
     • Signature and notarization of affidavit
  2. Affidavit B: Intent To Perform Contract With Own Workforce
     • Submitted ONLY if the contractor will self-perform the entire scope of work.
     • Signature and notarization of affidavit
  3. Identification of Certified/Minority Business Participation
     • Identification of HUB subcontractor, vendor, supplier or professional services to be use on this project.

A bid that does not include the Identification of Minority Business Participation form and Affidavit A OR the Identification of Minority Business Participation form and Affidavit B, may be considered non-responsive and the bid may be rejected.

After Bid Opening: Within 72 hours of being notified, the apparent low bidder must submit:
Affidavit C-Portion of The Work To Be Performed By Firms (If minority business participation is equal to or greater than 10% of the bidder’s total contract price as defined in G.S. 143-128.2 (g)).

- Signature and notarization of affidavit
- Identification of the minority (HUB) firm with their minority category, HUB certified status, work description and dollar value.

OR

Affidavit D-Good Faith Efforts (If minority business participation is less than 10% of the bidder’s total contract price as defined in G.S. 143-128.2

- Signature and notarization of affidavit
- Identification of the minority (HUB) firm with their minority category, HUB certified status, work description and dollar value.
- Submission of ALL back-up documents showing the bidder’s good faith efforts
  1. Example C: The HUB Coordinator will request the telephone logs of the follow-up calls to each firm that was sent a solicitation.

If the submitted documentation does not accurately or adequately meet the good faith efforts criteria, the bid may be rejected and award may be made to the next lowest responsible and responsive bidder.