

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. 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. 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://northcarolina.edu/content.php/apps/finance/vendors/add_page.php

Note that there is an underscore at add_page that may not be clearly visible above.

- 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 UNC General Administration for posting.

All of the submission categories function in this same way. Note that "Tab" should be used to move from one field to another. Any time "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 dollar signs, commas, or decimal points. If commas are used, the amount will appear in the ad only up to the point where a comma 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.

- 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.

3. **To prequalify construction firms**, enter information in the fields shown under construction prequalifying solicitations. G.S. 143-135.8 states “Bidders may be prequalified for any public construction project.” Prequalification of bidders is an excellent way to improve the quality of the bid process, but prequalification criteria must be clear and objective. single prime or multi-prime bidders may be prequalified, but not subcontractors. Construction managers under CM at Risk are required to prequalify first-tier subcontractor bidders and are to use the UNC system web site to solicit interest from various first-tier trade and specialty subcontractors.
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. 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 and becomes very difficult to read. Subcontractor participation can sometimes be stimulated by including the list of prequalified firms or a web site that lists them so that the subs know who they may contact.
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 that displays 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. Since there is usually a time lapse between the actual selection of a designer by your Trustees and the contract’s processing, perhaps a good way to remember to post designer selection outcomes is to routinely enter the design selection information in CAPSTAT, update it when contract amounts are known, and post it at this site at that time.

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.

Advertisements are archived reasonably promptly (usually next working day) after their closing/opening dates, except for construction bids, which are currently being kept on the system a bit longer (generally 2 working days). 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 UNC General Administration 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 in the lower right-hand corner of the screen on the UNC system web site will strip off the color and other bars from the computer display and provide a "printer-friendly" version for your printing.

MDT
9/4/2008