

**Finance**

Purchasing Division
929 North Front St.,
10th Floor Post Office
Box 1810
Wilmington, NC
28402-1810

ADDENDUM NUMBER 1**ITB-S6-0325.2-REPLACE THE GENERATOR AUTOMATIC TRANSFER SWITCH(ATS)
CONTROLLER AT WPDHQ**

DATE: April 1, 2025

To all holders of bid documents: Please be advised of the following:

Question/ Note (To be Advised of any Changes)		
	Question	Response
1	Updates to MANDATORY PRE BID DATE AND TIME & TIMELINE DEADLINE UPDATES	Updates to change Dates for Mandatory Pre-Bid, Questions Submittal & Responses, and Bid Due Date. Please see the Updated Bid pages labeled "Revision 1" for updates Dates are ATTACHED HEREIN.

REVISED SUBMITTAL PAGES ARE ATTACHED AS "REVISION 1"

All other terms and conditions remain unchanged.

Aaron Cramer / Buildings
and Facilities
Superintendent

REVISION 1

CITY OF WILMINGTON, NC

BID INVITATION

BIDS ARE DUE: TUESDAY, APRIL 22, 2025, AT 3:00 PM

BID NAME: REPLACE THE GENERATOR AUTOMATIC TRANSFER SWITCH
(ATS) CONTROLLER AT WILMINGTON POLICE HEADQUARTERS

PRE-BID MEETING: MANDATORY PRE-BID MEETING WILL BE
HELD ON TUESDAY, APRIL 8, 2025, AT 11:30 AM.
LOCATION: 615 BESS STREET, WILMINGTON, NC 28401

PROJECT NO.: N/A

CONTRACT NO.: S6-0325.2

SUBMIT BIDS TO: PURCHASING DIVISION
P.O.BOX 1810
929 N. FRONT STREET, 10TH FLOOR
WILMINGTON, NC, 28401-1810
(910) 341-7886
ALISSA.GUARASCIO@WILMINGTONNC.GOV

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX _____

EMAIL: _____

LICENSE NO. _____

REVISION 1

ADVERTISEMENT FOR BIDS
CITY OF WILMINGTON, NC

REPLACE THE GENERATOR AUTOMATIC TRANSFER SWITCH (ATS)
CONTROLLER AT WILMINGTON POLICE HEADQUARTERS

CONTRACT NUMBER: S6-0325.2

Sealed proposals addressed to the Alissa Guarascio, Buyer, P. O. Box 1810, 929 N. Front Street, 10th Floor, Wilmington, NC 28402, and marked "Replace the generator Automatic Transfer Switch (ATS) controller at Wilmington Police Headquarters" will be received until 3:00 p.m. on Tuesday, April 22, 2025, by hand delivery or mail at the Purchasing Division, 929 N. Front Street, 10th Floor, Wilmington, NC.

MANDATORY PRE-BID MEETING

DATE & TIME: TUESDAY, APRIL 8, 2025 AT 11:30 AM

LOCATION: 615 BESS ST, WILMINGTON NC 28401

PROJECT DESCRIPTION: The scope of work consists of services required to replace the generators automatic transfer switch controller at the Wilmington Police Headquarters.

All firms submitting bids for the proposed work must be registered with the Secretary of State.

MBE/WBE/HUB/DBE OBLIGATION:

In accordance with the City of Wilmington's Minority/Disadvantaged Business Policy, the bidder shall make good faith efforts, as defined by the Bid Specifications, to subcontract 14% of the dollar value of the prime contract to businesses which are at least 51 % owned and controlled by minority, socially, and/or economically disadvantaged individuals (MBE/DBE's).

A complete copy of the City of Wilmington's MBE/WBE policy is available for inspection at the Purchasing Manager's Office.

The City of Wilmington does not discriminate on the basis of race, sex, color, age, national origin, religion or disability in its employment opportunities, programs, services, or activities.

Bids for this project shall be guaranteed by all bidders for a period of 90 calendar days following the bid opening.

THE CITY OF WILMINGTON RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

Daryle L. Parker
Purchasing Manager
March 27, 2025

REVISION 1

Items to be Submitted

Four (4) hard copies in sealed envelope labeled “S6-0325.2- REPLACE THE GENERATOR AUTOMATIC TRANSFER SWITCH(ATS) CONTROLLER AT WILMINGTON POLICE HEADQUARTERS” of the proposal must be submitted by mail or hand delivery to Alissa Guarascio, Buyer at PO Box 1810, Wilmington, NC 28401 or 929 N. Front Street, 10th Floor, Wilmington, NC 28402 on or before Tuesday, April 22, 2025, by 3 pm., EST.

MANDATORY PRE-BID TO BE HELD ON TUESDAY, APRIL 8, 2025, AT 11:30 AM

LOCATION: 615 BESS ST, WILMINGTON NC 28401

The City shall not be responsible for any expense incurred by the firm in preparing and submitting a proposal. All proposals submitted become the property of the City.

Timeline

ITB Process	Date	Time
Advertisement	03/27/2025	3:00 PM
MANDATORY PRE-BID	04/08/2025	11:30 AM
ITB Written Questions DUE	04/11/2025	4:00 PM
City Responses to ITB Questions	04/16/2025	4:00 PM
ITB Due Date & Bid Opening	04/22/2025	3:00 PM

Questions concerning this ITB should be directed to the Project Manager. Questions may be submitted no later than 04/11/2025 before the final submission deadline of 4:00PM. All questions and answers regarding the ITB may be shared with all contractors known to be interested in submitting a proposal.

Project Manager for the City of Wilmington:

Name: Aaron Cramer, Buildings and Facilities Superintendent

Department: Public Works

Email: Aaron.cramer@wilmingtonnc.gov

Phone: (910) 341-0185

The City reserves the right to re-advertise and reject any or all proposals that are deemed to be non-responsive, late in submission, or unsatisfactory. The City of Wilmington shall have no obligation to award a contract for services as a result of this ITB.