



Facilities Services HUB Pre-Bid Review for Projects \$30K+

- UNC Chapel Hill abides by G.S. 143-128.2 which has a verifiable 10% goal for participation by minority or socially and economically disadvantaged businesses in the total value of work for each State building project.
- Minority is defined as a citizen or lawful permanent resident of U.S. who is: Black, Hispanic, Asian American, American Indian or Female. Socially and economically disadvantaged person is defined by 15 U.S.C 637.
- To be considered toward the statutory goal of 10%, minority businesses must be **certified by the State HUB Office**.
 - To verify certification prior to submitting a bid package, please go to <https://evp.nc.gov/>
 - If not currently certified, it is recommended that minority businesses become certified by the State HUB Office. For information, please go to <https://ncadmin.nc.gov/divisions/historically-underutilized-businesses-hub/certifications>
- Designers, Contractors and Subcontractors are reminded to carefully read the State Minority Guidelines and forms that are in the specifications. Each has responsibilities outlined within.
- **For Construction Contracts \$30K+ ALL BIDDERS MUST SUBMIT WITH THEIR BID:**
 - **Identification of HUB Certified/Minority Business Participation Form.**
 - **-AND-**
 - State of NC **Affidavit A – Listing of Good Faith Efforts (must total 50 points for bid to be considered responsive).**
 - **-OR-**
 - State of NC **Affidavit B – Intent to Perform Contract with Own Workforce.**

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.
- **Within 72 hours of notification of being named the apparent lowest responsible, responsive bidder, provide one of the following:**
 - State of NC **Affidavit C – Portion of the Work to be Performed by HUB Certified/Minority Businesses** if the work to be executed by HUB firms is **equal to or greater than 10% of bidder’s total contract price.**
 - **-OR-**
 - State of NC **Affidavit D – Good Faith Efforts** if work to be executed by HUB firms is **less than 10% of bidder’s total contract price.** All evidentiary documents to prove Good Faith Efforts as outlined in paragraphs A-I on the form must also be provided.
- **Appendix E – MBE Documentation for Contract Payments** must be submitted along with each Payment Application and FINAL Payment Request.
- Specific questions regarding HUB guidelines or forms, please contact Tanya Vogel at tjvogel@fac.unc.edu, 919-843-1424.
- HUB resources can be found at <https://facilities.unc.edu/resources/historically-underutilized-businesses/>.
- For sample forms please visit: <https://facilities.unc.edu/resources/historically-underutilized-businesses/pre-bid-review/>.