



Henderson County Capital Projects

100 North King Street, Suite 206
Hendersonville, North Carolina 28792

Memorandum To: *Interested Bidders*

From: *Thad Ninnemann*
 Henderson County Capital Projects Project Manager

Subject: *Request for Proposals*
 New Hendersonville High School: Supply and Install Roller Shades

Date: *April 21, 2021*

Henderson County requests proposals to supply and install roller shades for the new portion of the Hendersonville High School in Hendersonville NC.

Proposals are due: **May 7, 2021 @ 11:00 am**
 HC Government Offices, Suite 206
 100 North King Street
 Hendersonville, NC 28792

Location of Work: **New Hendersonville High School**
 1 Bearcat Boulevard
 Hendersonville, NC 28791

Sealed hard copy bids, no emails, will be received from bidders by Henderson County by Thad Ninnemann at the Henderson County Government Offices, 100 North King Street, Suite 206 Hendersonville, North Carolina 28792, until 11:00 AM on May 7, 2021.

Detailed Scope of Work:

- Furnish the necessary supervision, labor, tools, equipment, and materials to supply and install roller shades as outlined in the attached Hendersonville High School Campus Renovations project specifications Section 122413, reflected ceiling drawings A-121A, A-122A and A-122D, and window head/ceiling detail drawing A-609.



Henderson County Capital Projects

100 North King Street, Suite 206
Hendersonville, North Carolina 28792

- Obtain any required permits
- Restore all disturbed areas affected by the work
- Remove all trash and debris associated with this work to a designated dumpster
- Work schedule limitations to be discussed with the awarded bidder and directed by adherence to the overall construction project schedule.
- Roller shades are not required at door openings.
- All visitors to jobsite must wear the required PPE inclusive of hard hat, reflective vest, and proper footwear.
- All visitors to jobsite must first check in at the Vannoy Construction Trailer behind the construction fencing on Oakland Street prior to entering jobsite.
- Awarded contractor will be required to provide a complete product submittal as detailed in the specification section 122413 for approval prior to installation.

The following information must be included in the proposal:

1. Applicable licensure with North Carolina.
2. Warranty on above product and installation.
3. Proposals to be in the form of a proposed contract signed by the bidder and ready for the County's approval and signature.
4. Include all applicable taxes with the proposal as Henderson County is not tax exempt.
5. Include separate pricing for any proposed alternates.
6. Include W-9 form with proposal.

See "Doing Business with Henderson County" for general information and Henderson County Insurance and Bond Requirements along with Minority Business Participation Guidelines at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

As a party wishing to contract or otherwise do business with Henderson County, You must understand that you have a duty (imposed by North Carolina law in 2013), as a condition of payment for goods provided or services rendered, to Comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Further, if you provide the goods and services to the County utilizing a subcontractor, you must require the subcontractor to comply With the requirements of Article 2 of Chapter 64 of the General Statutes as well. You are required to verify, by affidavit, compliance of these terms of this Section upon the County's request.

Henderson County reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on the project should contact **Mr. Thad Ninnemann @** TNinnemann@Hendersoncountync.gov