



Henderson County Capital Projects

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

Memorandum To: Interested Qualified Bidders

From: Thad Ninnemann
Capital Projects Project Manager

Subject: Request for Proposals:
Blue Ridge Community College Spearman Building Replace Exterior Doors

Date: September 1, 2021

Mandatory Attendance

Meeting w/Owner: **September 15th, 2021 @ 1:00 pm**
Spearman Building Main Entrance
Blue Ridge Community College
Flat Rock, NC 28731

Proposals are due: **September 29th, 2021, by 3:00 pm**
Henderson County Government Offices
Attention: Thad Ninnemann
100 North King Street, 2nd Floor, Suite 206
Hendersonville, NC 28792

Location of Work: Spearman Building
Flat Rock, NC 28731

Last Day for Questions: September 17, 2021 @ 5:00 pm. Questions must be received in written form by email or USPS letter on or before date indicated. Submit all questions to the BRCC Project Coordinator Marshall Morris @ Marshallm@blueridge.edu

Sealed hard copy bids will be received from bidders by Henderson County at the Henderson County Government Offices, 100 North King Street, Suite 206, Hendersonville, North Carolina 28792 until September 29th, 2021 @ 3:00 pm. **It is the sole responsibility of the vendor that its bid reaches Henderson County by the designated date and time indicated above.**



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General Scope of Work:

The project scope is inclusive of, but not limited to: Provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections, etc. to the work outlined in the RFP and Pre-Bid meeting bid documents and instructions. Work areas and delivery routes to be left in a clean and good condition.

Scope of work consists of:

- Replacing selected metal doors with new metal doors. Selected doors total (18) single doors and (2) double doors. Finished door color to match existing doors on Spearman Auto Body Addition.
- Providing and installing new vision kits, thresholds, hinges, kick plates and louvers on doors being replaced. All hardware being replaced to meet or exceed existing.
- All doors being replaced to be adjusted for proper fit and operation.
- All door closures on replaced doors to be properly adjusted for smooth closure and proper operation upon being transferred to new doors.
- Transfer & reinstall existing locks and door closures

Contractor will be responsible for measuring doors and associated measurements to ensure doors & hardware will install readily into existing door frames. Contractor to verify each door for mortise or core lock. Existing door frames remain.

Contractor will be responsible for removing & disposing of old doors offsite at his expense.

Contractor is to work on 1 door at a time from start to completion before starting on the next door.

Contractor will not leave any door opening unsecured at the end of the day.

Material Specifications:

Vision Kit: 5" x 35" with ¼" Tempered Glass Clear (example: L-FRA100 W/1/4" tempered glass)

Doors: HMD, 18 gauge, CRS, primed for exterior, color to match existing Auto Body doors.

Alternate A: Paint exterior door/transom frames which involve doors being replaced, to match Spearman Auto Body Addition doors and door frames.

Alternate B: Provide, install and adjust new door closures instead of transferring existing door closures.

Alternate C: Substitute ¼" tempered glass bronze for ¼" tempered glass clear.

Alternate D: Provide & replace all door frame striker plates with new.



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GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections to remove and replace existing designated doors on the Spearman building. Contractor is to meet or exceed all requirements and

specifications outlined in the RFP, Pre-Bid meeting and manufacturer installation and calibration requirements. Work area and equipment room to be left in a clean and good condition.

- Time of Completion: The intent is to issue NTP by October 8th, 2021. The awarded Contractor must commence work within 7 days of NTP. Contractor must be complete by December 31st, 2021. The Contractor will be responsible for all fees to expedite material delivery to meet the December 31st, 2021, completion date.
- Install all materials and equipment in accordance with manufacturer's instructions and warranty requirements.
- Contractor must submit a timeline for beginning and completion of the project.
- Any modifications to door frames for the installation of doors, door closures, door locks or any door hardware will be at the Contractor's expense. If modifications are needed, the Contractor is to restore door frames to existing conditions.
- Furnish the necessary supervision, labor, tools, equipment, and materials to complete the work outlined in the RFP and pre-bid meeting.
- Work schedule limitations to be coordinated with the Blue Ridge Community College Project Coordinator.
- Project includes disposal of the doors being replaced and associated debris offsite at the Contractor's expense. The Contractor will not be allowed to use College dumpsters. Construction dumpsters will be the responsibility of the Contractor and at the Contractor's expense.
- Contractor will provide traffic flaggers for any road or lane closures needed for delivery of equipment or work to be done.
- Daily Cleanup of all affected work areas and paths of entry and material delivery or removal.
- Any damage to buildings, walkways, pads, patios, and foliage as a result of the Contractor, subcontractors and deliveries will be the responsibility of the Contractor to repair or replace at their expense.

The following information must be included in the proposal:

1. All applicable licensure with North Carolina.
2. General Workday Schedule for "all anticipated workdays start and completions" or stoppage.
3. Warranty on all above work
4. Proposals to be in the form of a proposed contract signed by the bidder and ready for the County's approval, Blue Ridge Community College's approval and having signature lines for signatures by both agencies.



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5. Include a copy of COI and W-9 form
6. Proposals should include a lump sum price for the base bid work with separate pricing for each alternate listed.

SITE CONDITIONS:

1. The building will be occupied. Contractors and sub-contractors are limited to the work area of the doors. Under no conditions is the Contractor or his subs allowed to enter the building.
2. The College has testing which is required by the State and there may be times that noise from machines, power drills and saws and welders may not be allowed. Coordination of these times will be discussed during construction meetings. A schedule of classes and activities for the Spearman building will be provided to the Contractor before the start of the job.
3. Contractor will not be allowed to work on Graduation Day. The date of Graduation will be provided to the Contractor well in advance for scheduling.
4. Work will be permitted Monday – Friday from 7:00am – 8:00pm (with exceptions of the before mentioned College’s testing times and Graduation). Work outside of these hours (including weekends) may be permitted with prior approval of the College’s Project Coordinator
5. Contractor must provide proper ventilation for any work requiring welding. Appropriate measures must be taken to prevent welding fumes from entering the building.
6. A 120 volt/ 20 amp/ single phase circuit will be provided by the owner for power tools. Any electrical needs beyond this are the responsibility of the Contractor.
7. Lifts, hoists and temporary storage pods for supplies may be parked at a designated area of the Henderson building parking lot. BRCC will not be responsible for the security of this equipment or stored items.
8. Sanitary facilities will not be available at the job site. The contractor will not be allowed to use restrooms inside the buildings. The Contractor shall be responsible for the provision and maintenance of portable toilets. A convenient location will be provided at a designated area at the Killian building chiller work area.
9. Space for (3) Contractor Vehicles will be discussed provided at a designated area of the Spearman building. No Contractors will be allowed to park on the side of the access road.
10. Smoking is not permitted on the job site or the college campus. The Contractor and sub-contractors are allowed to smoke inside their vehicles.
11. There will be pedestrian traffic outside of building. Contractor will need to barricade the work area with safety cones, caution tape and construction signage to prevent pedestrians from entering the work area.
12. No vehicles, lifts or equipment will be allowed to cross or drive over grass areas, planter bed or mulch areas, sidewalks or concrete pads and patios without specific approval by the College (this will be discussed further at the pre-bid). Contractor will be responsible to repair any damage.
13. Damage to foliage will be the responsibility of the Contractor to repair or replace at his expense.



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14. All road closures for material delivery or waste removal etc. must be scheduled with the BRCC Project Coordinator in advance. The Contractor must provide flaggers at any time roads or lanes are closed.
15. All utility interruptions are to be scheduled with the owner. This includes times which the fire notification may need to be taken offline for welding.
16. The contractor will not be allowed to use College dumpsters. If the Contractor requires a dumpster, this will be the responsibility of the Contractor. Space for a contractor provided dumpster will be provided at a designated area across the street from the chiller.
17. Free parking permits will be issued to Contractor and his Subcontractors. These must be displayed from the rear-view mirror and visible.
18. Communication with students is not permitted. Shirts are always required.
19. Weapons are prohibited on school property. It is the policy of Blue Ridge community College that the campus shall be free of unauthorized weapons. No Contractor, subcontractor, or employee, while on campus, shall carry or encourage another person to carry, whether openly or concealed an unauthorized weapon as defined by G.S 14-284.1.

ACCEPTANCE OF WORK

1. All doors, door locks & closures are to be fully functional and operating as intended when the Contractor has completed the project.
2. Owner is to receive all warranties & maintenance manuals. This training will include written preventative maintenance schedules and how to adjust or correct equipment.

Project will be awarded based on base bid.

See "Doing Business with Henderson County" for general information/requirements and Henderson County Insurance and Bond Requirements and Purchase Order/Contract Terms and Conditions 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.



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Henderson County reserves the right to reject any and / or all bids, and to waive any bid informalities in so far as it is authorized to do so. Qualified contractors interested in bidding on this project may contact **Mr. Marshall Morris** @ marshallm@blueridge.edu .