



## Henderson County Capital Projects

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

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**Memorandum To:** Interested Qualified Bidders

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

**Subject:** Request for Proposals  
Blue Ridge Community College Patton Building Interior Renovation and Addition:  
Supply and Install Roller Shades

**Date:** February 21, 2022

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Henderson County requests proposals to supply and install roller shades for the Blue Ridge Community College Patton Building Renovation and Addition in Flat Rock, NC.

**Proposals are due:** **March 9, 2022 @ 2:30 pm**  
HC Government Offices, Suite 206  
100 North King Street  
Hendersonville, NC 28792

**Location of Work:** **Blue Ridge Community College**  
**Patton Building Interior Renovation and Addition**  
**180 W Campus Drive**  
**Flat Rock, North Carolina 28731**

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 2:30 PM on March 9, 2022. **It is the sole responsibility of the vendor that it's bid reaches Henderson County, Thad Ninnemann, by the designated date and time indicated above.**

**Detailed Scope of Work:**

- Furnish the necessary supervision, labor, tools, equipment, and materials to supply and install Manual Roller Shades with Heavy-Duty Hardware as outlined in the attached Blue Ridge Community College Patton Hall Interior Renovation and Addition project specifications Section 122413 and **locations highlighted in green** on the floor plan drawings AE-112, AE-113, AE114, AE-115, AE-116, and AE-117. Further information on the window types, head details, elevations, etc. are provided on AE-203, AE-204, AE-205, AE-206, AE-207, AE-208, AE-510, AE-511, AE-512, AE-540, and AE-541. Additional drawings will be provided as required. Base Bid Manual Roller Shades will be located in rooms 102,106, 110, 111, 113, 118A, 118B, 118C, 140A, 141, 142, 144, 146, 153, 174, 202, 206, 210, 211, 213, 236, 241, 243, 248, 249, 254, 256, 264, 265, 266,270, 273, 274, 276, 278, 281, 287, and 289B.



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- Rough dimensions for existing windows are **noted in red** for Level 2 Area C and D on page AE 117
- All window dimensions must be field verified before ordering product
- 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.
- All visitors/workers 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 the NW end of the site 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 product purchase and installation.
- Basis of Design is Hunter Douglass RB 500+ with Heavy Duty Hardware

### Alternate #1:

Provide pricing for roller shades at **locations highlighted in yellow** on drawing pages AE 110, AE 111, and AE 112 in rooms 030A, 030B and Lobby 001. For room 001, Lobby, on drawing page AE 111, provide roller shade to horizontal mullion at 11'-3" elevation with fully enclosed headbox.

### 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.
7. Acknowledgement of any Addendum received during the bid process shall be noted on the proposal or, if provided, on the bid form.

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

### REQUIRED CONTRACTUAL PROVISIONS

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at [https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson\\_county/page/42611/purchase\\_order\\_terms\\_and\\_conditions\\_rev\\_03-26-2019.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/purchase_order_terms_and_conditions_rev_03-26-2019.pdf)



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These Terms and Conditions, which refer to a “purchase order”, shall be deemed to be included in any contract entered into as a result of this Request for Proposals (“RFP”), even if the RFP seeks the provision of services or a mixture of services and goods instead of solely goods.

Any attempt by a proposed contracting party (the “Bidder”) under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

### **PUBLIC RECORDS**

In any Proposal made under this RFP, any information claimed by a Bidder to be “confidential information”, and any documents, memorandum, data, reports, analyses, compilations, records, pricing and evaluation of all or any portion of the transactions contemplated by this agreement may be deemed public records and subject to disclosure, in whole or in part, pursuant to the North Carolina Public Records Law. The County will provide the Bidder with reasonably prompt notice of any intended disclosures or requests for disclosure pursuant to the North Carolina Public Records Law. The Bidder may then choose to seek judicial protection of the confidential information consistent with all applicable laws and regulations. Should a public records request be made for information from the Bidder, the County will, within a reasonable time, notify the Bidder of such public records request. The Bidder shall, within five (5) business days of said notification, deliver notice to the County that it objects to the County disclosing the requested information pursuant to the subject public records request. If no such notice is received by the County within five (5) business days, the Bidder shall be deemed to have waived any such objections. If the Bidder objects to the disclosure of the requested information, the Bidder agrees that it shall be solely responsible for the defense of and all the costs of the defense of any claim or complaint against the County for its refusal to disclose confidential information. The Bidder further agrees that if any such complaint or claim is filed it will indemnify the County and will reimburse the County for any and all damages awarded as a result of the refusal to disclose the requested information. The Bidder agrees that it releases the County from all loss, liability, claims or expense, including attorney's fees, arising out of or related to the release or disclosure or failure by the County to release or disclose confidential information. The Bidder further agrees that it waives the right to file any court action for any such release, disclosure, or failure to release or disclose confidential information.

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 Thad Ninnemann @ [TNinnemann@Hendersoncountync.gov](mailto:TNinnemann@Hendersoncountync.gov)  
Contract will be awarded based on base bid.