



Henderson County Government
Request for Proposals: Historic Courthouse Partial
Window Replacement

Date of Issue: February 15, 2023

Proposal Due Date: March 8, 2023, at 2:00 PM EST

Direct all inquiries concerning this RFP to:

Doug Guffey

Purchasing Agent

Phone: 828-694-5023

Email: Hcpurchasing@hendersoncountync.gov

BIDDER'S CHECKLIST

- Be aware of the bid opening and date and time as indicated on the first page of this proposal.
- All signatures must be by a company officer or agent who is authorized to enter into, and sign bid documents.
- Have you read and understood the "Terms and Conditions" and the "Instructions to Bidders" for submitting a bid?
- Have you read, and do you completely understand all the specifications of this bid proposal?
- If an addendum to the specifications was issued, has it been signed and returned with this bid proposal?
- Have you enclosed statements explaining any exceptions made to the specifications?
- Have you included executed copies of the attachments?
- Have you included copies of the appropriate licensure as defined by the bid documents?
- Have you included a proposed contract inclusive of the County terms and conditions?
- Have you included a Certificate of Insurance with minimum limits provided herein naming Henderson County as additionally insured?

BID PROPOSAL FORM

Pursuant to the General Statutes of North Carolina **informal bids**, subject to the conditions and specifications herein, are invited for the partial community room window replacement at the Historic Courthouse. Bids may be submitted via email to hcpurchasing@hendersoncountync.gov or via mail to Henderson County Finance Department, 113 N Main St, Hendersonville N.C. 28792. . Bids will be due on March 8, 2023, by 2:00 PM EST.

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that they will provide the products and/or services in the manner prescribed in the specifications and instructions to bidders for the following price:

DESCRIPTION	EXTENDED PRICE
Replacement of three (3) arched third story windows in Community room	

GRAND TOTAL FOR ALL GOODS AND SERVICES. INCLUSIVE OF SHIPPING TO HENDERSON COUNTY, NORTH CAROLINA AND INSTALLTION	
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PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 120 DAYS AFTER THE BID DUE DATE UNLESS NOTED BELOW:

Printed Name of Firm Representative: _____

Signature of Firm Representative: _____

Title: _____

Name of Firm Submitting Proposal: _____

Firm Address: _____

Telephone Number: _____

Email Address: _____

INSTRUCTIONS TO BIDDERS

Section 1: Purpose

The purpose of this document is to provide general and specific information for the partial community room window replacement at the Historic Courthouse. All bids and contracts are governed by Henderson County policy and Section 143-131 of the North Carolina General Statutes.

Section 2: Bid Schedule

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern standard times.

Action	Time	Date
Bid issued	5:00PM	February 15, 2023
Mandatory Pre-Bid	10:00 am	February 24, 2023
Deadline for Questions	4:00 pm	February 27, 2023
County Responses	4:00 pm	March 1, 2023
Bids Due	2:00 pm	March 8, 2023

Section 3: Mandatory Pre-bid

A **MANDATORY PRE-BID MEETING** will be held at the Historic Courthouse, 1 Historic Courthouse Square Hendersonville, NC 28792 at 10:00 am on February 24, 2023. Meet at the front steps facing Main Street. If your company does not attend the pre-bid meeting or is not present for the duration of the meeting your bid will not be considered as responsive.

Section 4: Bid Contact

All questions, concerns and requests for additional information shall be directed to the Henderson County Purchasing to the attention of Doug Guffey, Purchasing Agent

Doug Guffey
hcpurchasing@hendersoncountync.gov

Section 5: Bidder Questions

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The Bidder shall examine this bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification and technical questions to this bid must be received by the County no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all County requirements and terms and conditions. The County shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the County's website at <https://www.hendersoncountync.gov/rfps>.

Section 6: Objections to the Specifications

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Doug Guffey, Purchasing Agent in writing, stating, and listing the specifications and objections, no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Doug Guffey, Purchasing Agent. Information obtained from other sources will not be considered in the evaluation and award of this bid.

Section 7: Alternate Bids

Alternate bids are allowed. Alternate bids are those that are not identical by manufacturer and model to what is outlined within the bid document or one which has substantially different specifications to what is outlined in the bid document. When alternate bids are submitted, the bidder must submit documentation for review as a part of the bid to show that the product meets or exceeds the specifications of the item(s) referenced in the specifications. It shall be the responsibility of the bidder to show that the alternate equipment is equivalent and conforms to the specifications contained herein. Bidders may submit multiple bids on various manufacturers' brands/models.

Section 8: Bid Options

The County reserves the right to request pricing on optional equipment or services along with the pricing for the main or primary product or items when applicable. At the discretion of the County, some or all of the options requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The bid award will be made to the lowest, responsive, responsible bidder for the main or primary product or services on the Bid Proposal Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the bid award.

Section 9: How to Prepare Bid Proposals

Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- a) **PROPOSAL FORM:** Submit all prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
- b) **Addendum(s):** If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.

- c) **SIGNATURE:** All bids must be signed by an authorized official of the company on the Bidders Signature Page. A bid may be rejected if it shows omissions, alterations of form, additions not called for, conditional bid, or any irregularities.
- d) **TAXES:** Do not include taxes in your bid prices. Taxes must be itemized and added to invoices separately when invoicing the County. The County is required to pay sales tax. The County is exempt from Federal Excise Tax and has a Federal Tax number.

Section 10: How to Submit Bid Proposals

- a. **SUBMIT BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- b. Bids may be submitted via email to hcpurchasing@hendersoncountync.gov
- c. Bids may be mailed or delivered as follows:

Mailing & Delivery Address:

RFP: Historic Courthouse Partial Window Replacement
Henderson County Finance Department
113 N. Main St.
Hendersonville, N.C. 28792

- d. Please note bids not received by the time and date specified on the Bid Proposal Form will not be opened or considered.
- e. Bidders shall provide any available product literature and manufacturer’s specifications at the request of Henderson County.

Section 11: Bid Opening

- a. All bids will be opened at the time and place shown on the enclosed Bid Proposal Form. **LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**
- b. Bids will be examined by the Purchasing Agent and the using department officials promptly after the opening and an award made as early as possible.
- c. Bidders may request and receive copies of the bid documents and/or bid tabulation after the award of the project.

Section 12: Award of Bid

- a. **Standard of Bid Award Acceptance:**
The County reserves the right to reject any and/or all bids received as allowed by law, or to select the bid which, in our opinion, is in the best overall interest of the County. The award shall be made to the lowest, responsive, responsible bidder, or bidders, taking into consideration quality, performance and the time specified in the bid for the performance of the contract.

b. **Bid Prices:**

All items and products proposed in response to this Bid are to be new, in un-used condition unless otherwise noted in the minimum specifications. All prices proposed in response to this Bid are to include all transport, freight, fuel surcharges and other fees if applicable and be delivered **FOB destination, freight prepaid and allowed** to the construction location unless otherwise specified in the specifications section. All items are to be packaged, and shipped or delivered safely in a protective carton, fully assembled and serviced, ready for use and operation where applicable or otherwise described within the specifications. All supplies, equipment, and apparatus must meet all Federal, State, and Local safety regulations, requirements, and guidelines, such as OSHA, EPA, US DOT, NC-DOT, NFPA, UL, etc., if so regulated.

c. **Order of Precedence:**

In cases of conflict between sections and provisions within the Bid document, the Order of Precedence will be 1) the Special Conditions section specific to the Bid (if present); 2) the Minimum Specifications section specific to the Bid, 3) Henderson County Terms and Conditions; and 4) the Instructions to Bidders section of the Bid document.

Section 13: Errors in Bids & Bid Withdrawal

Bidders or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

Section 14: Bid Tabulation

Pursuant to North Carolina General Statute 143-131(a), bidders may request a bid tabulation from the Purchasing Agent, after the contract has been awarded.

Section 15: Scope of Work

I. Overview:

It is the intent of these specifications to set up minimum requirements for the Partial Community Room Window Replacement at the Historic Courthouse as specified. These specifications must be considered as minimum requirements. If it is necessary to bid alternate equipment or to take exceptions to the specifications as set forth, this must be so stated in your bid. Any reference to a model or brand is only to denote quality and does not mean that equal equipment will not be considered.

II. Specifications

1. Complete replacement of three (3) third floor arched windows in Historic Courthouse Community room
2. Install temporary fencing in parking area to ensure pedestrian/ work zone safety with signage.
3. Provide roll off dumpster inside fenced area for all construction debris.
4. Scaffolding must be erected or approved man lift must be used for window replacement
5. Aluminum Clad windows with White exterior trim and wood interiors stained to match existing wood trim must be used.
6. Windows must be non-operable, fixed pane, thermal insulated.

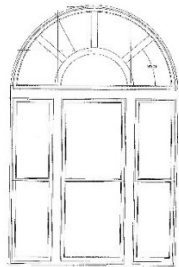
7. All interior trim must be color matched to existing trim
8. All window openings shall be flashed with an adhesive membrane type flashing.
9. Daily cleaning and sweeping of all debris must be completed on exterior and interior of job site.
10. No interior grade wood is to be used on Exterior of building (even if wrapped with membrane).

III. Installation

1. Bidder shall provide a turnkey project inclusive of all labor, materials, supervision, disposal fees, permits, inspections for the Partial Community Room window replacement at the Historic Courthouse as specified.
2. Install all materials and equipment in accordance with manufacturer's instructions and warranty requirements.
3. Contractor must submit a timeline for the beginning and completion of the project.
4. Contractor is to obtain and pay for all required permits and inspections. Any deficiencies found in the installation or materials used in the installation which prevents receiving a green tag from inspectors or issues found during the final walkthrough with County representatives will be the Contractors responsibility and expense to correct.
5. Cleanup of all affected work areas shall be completed daily.
6. Work will not be permitted on days with Board of Commissioner meetings scheduled. Contractor will be notified of current meeting schedule when work commences. Work area cleanup shall be conducted the previous day to ensure no workers are on site the day of the meeting.

IV. Drawings

Drawing is for Reference only and all measurements will need to be verified in the field.



V. Warranty

1. The installation services and materials furnished by the contractor, or any subcontractors shall be free from any defects in workmanship for a period of one year from the date of final payment.

VI. Acceptance of Work

1. Bidder shall perform a final walk through with a County representative upon completion.
2. Henderson County shall receive all inspections, certifications, and permits required by local and State agencies as applicable. Henderson County is to receive written copies of all.
3. Henderson County shall receive all warranties, maintenance manuals, product data, and closeout documents as applicable.

Section 16: Licensure

Bidder shall provide a copy of their general contractor licensure. If not provided the bid will be considered nonresponsive.

Section 17: Minority and Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 and, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County’s contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

Section 18: Contracting

Bidder shall include a proposed contract signed by the bidder and ready for county signature. The contract shall include at minimum the following language:

- i. Section 19 County Terms and Conditions
- ii. Section 20 Certificate of Insurance

Section 19: Terms and Conditions

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/terms_and_conditions_02.23.2022.pdf

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”).

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.

Section 20: Minimum Insurance Requirements

Bidder shall provide an Insurance Certificate naming Henderson County as **additionally insured** per the attached certificate of insurance. Should different insurance limits be established between the vendor and the County, the Certificate of Insurance with Henderson County named as additional insured shall be contained herein.

Required Coverage	Minimum Insurance Limits
Workers' Compensation	Statutory/Employers Liability: \$1M/\$1M/\$1M
General Liability	\$1M per occurrence/\$1M aggregate - Per Project basis
Automobile	\$1M Combined Single Limit

Excess Liability	\$2M per occurrence
Builder's Risk	Amount of contract for above ground construction

Section 21: Funding Source

This request for proposals is funded in its entirety with **County Funds**.

Section 22: Attachments

Attachment I: Vendor Information Form

Attachment I: Vendor Information Form

Attachment I: Vendor Information Form			
Company/Firm Name			
Mailing Address			
Contact Name		Contact Title	
Phone Number	Fax	Email	Website
Federal Tax ID Number		Unique Entity Identification Number (SAM.gov)	
Required Documentation		Internal Routing	
Completed IRS W-9 form dated within calendar year and signed by authorized personnel.		W9 Received	YES
Minority and Women Owned Business (MWBE) certification, if applicable.		MWBE Certification Received	YES N/A
		Unique Entity Identification Number confirmed in SAM.gov	YES