



## Henderson County Capital Projects

100 North King Street, Suite 204  
Hendersonville, North Carolina 28792

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*Memorandum To: Interested Qualified Bidders*

*From: Bryan Rhodes  
HC Capital Projects Construction Manager  
Marshall Morris  
Blue Ridge Community College Capital Project Coordinator*

*Subject: Request for Proposals:  
Blue Ridge Community College Sink Building Class/Office Replace AHU  
Motors and Bearings*

*Date: July 10<sup>th</sup>, 2023*

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### **Mandatory Attendance**

**Meeting w/Owner:** **July 26th, 2023 @ 11:30 pm**  
Sink Building Main Entrance  
130 Eagle Reach Drive  
Blue Ridge Community College  
Flat Rock, NC 28731

**Proposals are due:** **August 10th, 2023 by 2:15 pm**  
Henderson County Government Offices  
Attention: Bryan Rhodes  
100 North King Street, 2<sup>nd</sup> Floor, Suite 204  
Hendersonville, NC 28792

**Location of Work:** Sink Building  
130 Eagle Reach Drive  
Blue Ridge Community College  
Flat Rock, NC 28731

**Owner Intended Letter  
of Contract Award Date:** It is proposed the contract will be awarded by Henderson County  
and "Letter of Intent to Award Contract" issued by **August 18<sup>th</sup>,  
2023 at 5:00pm.**



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**Last Day for Questions:** July 29<sup>th</sup>, 2023 at 5:00pm. Questions must be received in written form by email or USPS letter on or before, but NLT date indicated. Submit all questions to the BRCC Project Coordinator: (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 204, Hendersonville, North Carolina 28792 until August 10<sup>th</sup>, 2023 @ 2:15 pm.

### Scope of Work:

#### GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, concrete pads, traffic control, supervision, disposal fees, permits, inspections to remove and replace motors, bearings, pulleys and belts on (7) AHUs (AHU #4, #5, #6, #7, #8, #9, #10) which supply classes and offices in the Sink building. Additionally, AHU-9 has low air flow and will need a pulley change to increase air flow. Contractor is to meet or exceed all requirements and specifications. Work area and equipment room to be left in a clean and good condition.

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**Alternate #1 Air Exchanger:** Replace motor, bearings, pulley and belt.  
\$ \_\_\_\_\_

**Alternate #2 Replace AHU-8 VFD:**  
\$ \_\_\_\_\_

### Project will be awarded on Base Bid

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- Time of Completion: The intent is to issue NTP by August 18<sup>th</sup>, 2023. The awarded Contractor must commence work within 7 days of NTP. It is preferred that the Contractor be complete by January 5<sup>th</sup>, 2024. The Contractor will be responsible for all fees to expedite material delivery to meet the January 5<sup>th</sup>, 2024 preferred completion date. Work must be complete by January 30<sup>th</sup>, 2024. Work completion includes any and all required inspections.
  - Contractor must submit a timeline for beginning and completion of the project
  - Install all materials and equipment in accordance with manufacturer's instructions and warranty requirements.
  - Contractor is to obtain and pay for any and all required permits and inspections.
  - Contractor will be responsible for all utility disconnections, reconnections including gas, electrical, plumbing, flue, fire alarm systems and WebCTRL.



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- Furnish the necessary supervision, labor, tools, equipment and materials to complete the work outlined in the specifications and pre-bid meeting.
  - Work schedule limitations to be coordinated with the Blue Ridge Community College Project Coordinator.
  - Once the Contractor has removed the motors, BRCC reserves the right to keep any of the existing motors. Any of the motors which BRCC does want, will be disposed of by the Contractor 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, walk ways, pads, patios and foliage 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 Work Day Schedule for "all anticipated work day 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.
5. Include a copy of COI and W-9 form
6. Proposals should include a lump sum price for the base bid work (which includes the Performance and Payment Bond) 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 mechanical rooms.
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 for the TEDC 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



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5. Contractor must provide proper ventilation when welding inside the boiler/equipment room. 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. Cranes, 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. If the Contractor requires a dumpster, this will be the responsibility of the Contractor. The contractor will not be allowed to use College dumpsters. Space for a contractor provided dumpster will be provided at a designated area of the Henderson building parking lot.
9. 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 by the TEDC boiler room.
10. Space for (2) Contractor vehicle will be allowed at the TEDC chiller work area. Vehicles will not be allowed to park on the side of the access road.
11. Smoking is not permitted on the job site or the college campus. The Contractor and sub-contractors are allowed to smoke inside their vehicles.
12. 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.
13. No vehicles, cranes, equipment will be allowed to cross or drive over sidewalks or concrete pads and patios. Any damage to walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at his expense.
14. All road closures for material delivery, removal of boiler, cranes, 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. Free parking permits will be issued to Contractor and his Subcontractors. These must be displayed from the rear-view mirror and visible.
17. Communication with students is not permitted. Shirts are required at all times.
18. 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. New boiler system is to be fully functional and operating as intended when the Contractor



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has completed the project. Contractor shall demonstrate sustained, satisfactory performance of all equipment and systems in a test run of appropriate duration. Owner's personnel will be notified in advance so that they can be present during test run.

2. Boiler system should receive all inspections, certifications and permits required by local and State agencies. Owner is to receive written copies of all.
3. Owner is to receive all test reports, warranties, maintenance manuals, product data, closeout documents and as-built drawings. This training will include written preventative maintenance schedules and how to adjust or correct equipment as required for proper performance.
4. All work must be permitted by Henderson County and receive County inspections. Owner is to receive written copies of all.
5. Owner is to receive all warranties, maintenance manuals and product data.

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>

### **Terms & 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](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.

Henderson County reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on this project may contact **Mr. Marshall Morris @ [marshallm@blueridge.edu](mailto:marshallm@blueridge.edu)** .