



Henderson County Capital Projects

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

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:
Spearman Building Combined HVAC (AHU-1 Replace Motor & Bearing,
Automotive Classroom & Office Wall Terminals, Welding Roof Motors &
Controls, Replace Rooftop Heat Pump)

Date: July 21st, 2023

Mandatory Pre-Bid Meeting: August 8th, 2023 @ 3:00 pm
Spearman Building (Main entrance)
Blue Ridge Community College
150 East Campus Drive
Flat Rock, NC 28731

Proposals are due: August 23rd, 2023 by 3:00 pm
Henderson County Government Offices
Attention: Bryan Rhodes
100 North King Street, 2nd Floor, Suite 204
Hendersonville, NC 28792

Location of Work: Spearman Building
150 East Campus Drive
Flat Rock, NC 28731

Last Day for Questions: August 11th, 2023 at 4:00pm. Questions must be in written form by email or USPS letter on or before, but NLT date indicated. Submit all questions to: the BRCC Capital 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 23rd, 2023 @ 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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Scope of Work:

GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits and inspections to make multiple HVAC repairs and replacements at the Blueridge Community College Spearman building located at 150 East Campus Drive, Flat Rock, NC. This work includes, but is not limited to, Replacing the AHU-1 motor and bearing, replacing wall terminal units in the Automotive classroom and office, replacing the rooftop heat pump for the HVAC classroom, and replacing the Welding lab's rooftop exhaust fan motors and associated controls. This work is to take place in coordination with Blue Ridge Community College's class schedule. This may require work to be done during evenings and weekends. Contractor is to meet or exceed all requirements and specifications outlined in the RFP and Pre-Bid.

Job Specifics:

The existing roof is a Hydrostop product and is warranted by Benton Roofing. In order to not void the existing roof warranties, the Contractor is required to use Benton Roofing for any and all roof and curbing flashing and roof penetrations associated with any of the work associated with this RFP.

The Contractor's roofing contractor shall warrant the materials and workmanship of the roofing system against leakage and against defects due to faulty materials, workmanship, contract negligence for a period of two (2) years following acceptance of the project by the Owner.

Upon completion of work, the Owner is to receive roof warranties in writing. This is a condition of final acceptance and payment.

Benton Roofing: Caleb Benton
(828) 606-9968
CalebBenton@Bentonroofing.com

AHU-1 Replace Motor & Bearing

NOTE: This is the only AHU for the entire building's main HVAC.

- **Motor and bearing replacement in this AHU must take place on a day that the college is closed for classes or on a weekend.**
 - **Contractor must verify he has all parts required for total job completion before disabling the AHU.**
 - **Once the existing AHU and motor are disabled, all work must be completed and the system back online before the end of the workday.**
- Remove existing equipment and dispose of per EPA standards. Note: after contract award and the existing motor has been removed, BRCC reserves the right to keep the motor as a spare.
 - Install new motor and bearings and belts



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- Reconnect back to existing electrical
 - Reconnect to Metasys with existing functionality. Contractor to be responsible for any re-integrations required.
 - Complete start up and check
 - Minimum 1 year full warranty on all labor and parts

Automotive Classroom HVAC Wall Terminal:

- Remove existing equipment and dispose of per EPA standards
- Install new commercial vertical fan coils unit
- BRCC would prefer the replacement unit be BACNET capable for future integration to our existing Metasys. Alternate #1 requests the additional cost for factory BACnet capabilities for this and other select units.
- Reconnect back to existing water piping
- Reconnect back to existing electrical
- Complete start up and check
- Minimum 1 year full warranty on all labor and parts

Automotive Office HVAC Wall Terminal:

- Remove existing equipment and dispose of per EPA standards
- Install new commercial vertical fan coils unit
- BRCC would prefer the replacement unit be BACNET capable for future integration to our existing Metasys. Alternate #1 requests the additional cost for factory BACnet capabilities for this and other select units.
- Reconnect back to existing water piping
- Reconnect back to existing electrical
- Complete start up and check
- Minimum 1 year full warranty on all labor and parts

Welding Roof Exhaust Motors & Controls

Roof Exhaust Motors:

- Replace rooftop exhaust fan unit for F23, F24 and F27.
- (Note that rooftop exhaust fan units F25 and F26 have already been replaced in the last year and do not get replacement, however replacing the controls for F25 and F26 are part of the scope of this project)

Controls:

- Replace fan controls for fans F23, F24, F25, F26 and F27
- Replace Make Up Air Control (note that this is interconnected to fan 26)

Replace Rooftop Heat Pump for HVAC Classroom

- Remove existing equipment and dispose of per EPA standards
- Install new commercial Heat Pump with 15 SEER/12 EER/8.2 HSPF Or better.



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- BRCC would prefer the replacement unit be BACNET capable for future integration to our existing Metasys. Alternate #1 requests the additional cost for factory BACnet capabilities for this and other select units.

Site Conditions:

- If there is any risk of debris falling during the cutting of the roofing or removal of roofing for curbing, the Contractor will be required to build a temporary roof type structure over the equipment to protect it. This will be at the Contractor's expense.
- The lab areas will be in use during construction. There will be times the Contractor will not be able to work due to classes. Class schedules will be provided to the awarded Contractor. Weekly work schedules with details of work planned must be provided to the BRCC Project Coordinator. This will be critical when roof penetrations are planned.
- No roof penetrations will be allowed until the Contractor has received the package units and roof curbing.
- Roof curbing will require temporary weather capping until the package units are set in place and permanently flashed.
- The building will be occupied. Contractors and sub-contractors are limited to the work areas associated with work being done.
- 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 Spearman building will be provided to the contractor before the start of the job.
- 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.
- 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
- Contractor must provide proper ventilation when welding is taking place inside the building. Appropriate measures must be taken to prevent welding fumes from entering the building.
- 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.
- Cranes, lifts, hoists and temporary storage pods for supplies may be parked at a designated area of the parking lot between Spearman building and the Greenhouse. BRCC will not be responsible for the security of this equipment or stored items.
- 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 to be discussed during the Pre-bid.



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- 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 to be discussed during the Pre-bid.
- Access to Automotive and Alternative Fuels will not be blocked at any time. Space for (2) Contractor vehicle will be allowed behind the Machining Lab in the fenced in area. No vehicles will be allowed to park on the side of the access road. All other vehicles must park at the parking lot between Spearman and the Greenhouse.
- Smoking is not permitted on the job site or the college campus. The Contractor and sub-contractors are allowed to smoke inside their vehicles.
- 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.
- 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.
- 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.
- 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.
- 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 of the Continuing Education building side parking lot.
- Communication with students is not permitted. Shirts are required at all times.
- 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.

Project will be awarded based on total Base Bid

Base Total: This should equal the combined Subtotals for: AHU-1 Replace Motor and Bearing, Automotive Classroom HVAC Wall Terminal, Automotive Office HVAC Wall Terminal, Welding Roof Exhaust Motors and Controls, Replace Rooftop Heat Pump for HVAC Classroom)

AHU-1 Replace Motor & Bearing

Sub Total

\$ _____



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Automotive Classroom HVAC Wall Terminal

Sub Total

\$ _____

Automotive Office HVAC Wall Terminal

Sub Total

\$ _____

Welding Roof Exhaust Motors & Controls

Sub Total

\$ _____

Replace Rooftop Heat Pump for HVAC Classroom

Sub Total

\$ _____

Base Total: This should equal the combined Subtotals for: AHU-1 Replace Motor and Bearing, Automotive Classroom HVAC Wall Terminal, Automotive Office HVAC Wall Terminal, Welding Roof Exhaust Motors and Controls, Replace Rooftop Heat Pump for HVAC Classroom)

\$ _____

Alternate #1 Additional cost to add factory BACnet: Add factory installed BACnet to the Rooftop Heat Pump for Classroom, Automotive Office Wall Terminal Unit and Automotive Classroom Wall Terminal Unit.

\$ _____

Alternate #2 Remove Abandoned Exhaust Duct: Remove abandoned ductwork and rooftop hood and cap off above roof. Cap is to be weathertight.

\$ _____



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The following information must be included in the proposal:

1. All applicable licensure with North Carolina.
 2. General Workday Schedule for “all anticipated workday 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 with separate pricing for each alternate listed.
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ACCEPTANCE OF WORK

1. All work must be permitted by Henderson County and receive County inspections. Owner is to receive written copies of all.
2. All HVAC systems installed by the Contractor must be fully functional and operating as intended when the Contractor has completed the project. Contractor shall demonstrate sustained, satisfactory performance of all equipment and system in a test run of appropriate duration. Owner’s personnel will be notified in advance so they can be present during the test run.
3. Owner is to receive all warranties, maintenance manuals, product data and closeout documents.
4. Contractor will provide Owner training. This training will include preventative maintenance schedules and how to adjust or correct equipment as required for proper performance.

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

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”).



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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** .