



## 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  
Capital Projects Construction Manager  
Marshall Morris  
Blue Ridge Community College Capital Project Coordinator*

*Subject: Request for Proposals:  
Blue Ridge Community College TEDC Increase Help Desk Space*

*Date: August 3rd, 2023*

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**Mandatory Pre-Bid Meeting:** **August 17th 2023 @ 10:30 pm**  
TEDC Building Main Entrance  
Blue Ridge Community College  
49 East Campus Drive  
Flat Rock, NC 28731

**Proposals are due:** **August 31st, 2023 by 3:00 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:** BRCC Flat Rock Building  
49 East Campus Drive  
Flat Rock, NC 28731

**Last Day for Questions:** August 21st, 2023 at 5:00pm. Question 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 31st, 2023 @ 3:00 pm.

**Scope of Work:**



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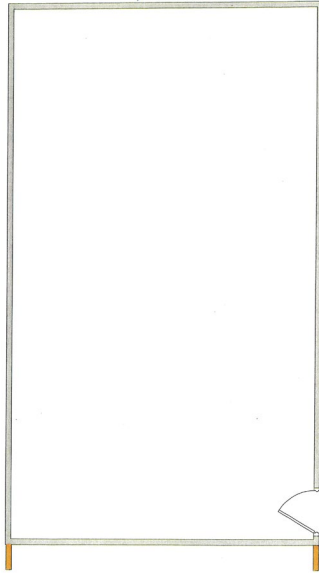
- Provide all required permits and inspections.
- Provide dust control. Special attention to be taken to prevent dust from entering #117 existing IT Help Desk.
- Remove wall separating rooms #117/#118 and leave a 4" header
- Remove door and relocate as drawing shows. Infill where existing door is.
- Install 3 5/8" metal framing for new walls.
- Install electrical outlets and make other electrical modifications as needed for wall removal and new walls as discussed during Pre-bid.
- Separate light circuits and provide new switching as discussed during Pre-bid
- Relocate HVAC diffuser as discussed during Pre-bid
- Relocate 3 downlights as discussed during Pre-bid.
- Provide IT drops as discussed during Pre-bid.
- If the wall being removed has existing insulation, relocate the insulation to the new dividing wall. Alternate #1 requests pricing for the Contractor to provide & install new insulation in the divider wall if no insulation exists or it is found unable to be reused.
- Install 5/8" sheetrock on both sides of new walls ready for paint.
- Repair all end conditions.
- Create drywall cased opening sized properly for a double door and frame in case future doors and frame installation is ever required. Installing double door and frame is not part of the scope of this project.
- Provide and install new door and frame for storage room. Door finish is to match existing doors. BRCC will provide the mortise door lock. Contractor will be responsible for installing.
- Remove partial tiles where the 18'-7" wall is removed. Provide and replace any ceiling tiles to match existing that is needed due to demolition or renovation.
- Install new floor tiles to create a complementary border where the wall is removed. Existing VCT pattern and color has been discontinued by the manufacturer.
- Install 4" black vinyl base on all new walls.
- Patch any concrete needed that is a result of demolition or installation.
- Prime and paint gypsum board wall and door frames. This will include the hallway side of where the relocated door is infilled. Colors to match existing colors.
- Contractor to provide & install new insulation in the divider wall if no insulation exists or it is found unable to be reused.



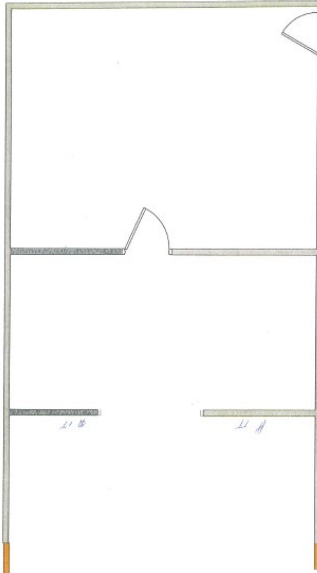
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Existing



After Remodeling



### GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections to renovate TEDC #119 to allow expansion of the #117 IT Help Desk. This work will include, but not be limited to selective demolition, electrical, IT, sheetrock, painting, doors and floor repair. Contractor is to meet or exceed all requirements and specifications outlined in the RFP and Pre-Bid. All work areas are to be left in a clean and good condition

- Time of Completion: The awarded Contractor may commence work immediately upon receipt of purchase order. Contractor must be complete by December 31st, 2023.
- Contractor should submit a timeline for beginning and completion of the project.
- Install all materials and equipment in accordance with Henderson County building code requirements, manufacturer's instructions and warranty requirements.
- Contractor is to obtain and pay for any and all required permits and inspections. Any deficiencies found in the installation or materials used in the installation which prevents receiving a green tag from inspector and Final inspection will be the Contractor's responsibility and expense to correct.
- Contractor will be responsible for all utility disconnections and reconnections.
- 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 Capital Project Coordinator.
- Project includes disposal of all debris & packing materials 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.



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- 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.

### **SITE CONDITIONS:**

1. The TEDC building is very active with teaching throughout the days and evenings Monday through Saturdays. The Contractor will have to schedule these areas around class schedules. A schedule will be provided to the awarded Contractor.
2. Contractor will not be allowed to work on Graduation day. Graduation is presently scheduled for mid-December. If this date changes, the awarded Contractor will be notified immediately.
3. The building will be occupied. Contractors and sub-contractors are limited to the work areas and associated electrical rooms.
4. The College has testing which is required by the State and there may be times that noise from machines and power equipment may not be allowed. Coordination of these times will be discussed during construction meetings. A schedule of classes for the Flat Rock building will be provided to the contractor before the start of the job.
5. 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.
6. 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 Sink parking lot to be discussed during the Pre-bid.
7. Smoking is not permitted on the job site or the college campus. The Contractor and sub-contractors are allowed to smoke inside their vehicles.
8. Contractor will need to barricade the work area with safety cones and caution tape to prevent pedestrians from entering the work area.
9. 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.
10. All road closures for material delivery, hoists, lifts, etc. must be scheduled with the BRCC Project Coordinator in advance. The Contractor must provide flaggers at any time roads or lanes are closed.
11. All utility interruptions are to be scheduled with the owner. This includes times which the fire notification may need to be taken offline for work.
12. Communication with students is not permitted. Shirts are required at all times.
13. 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



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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.

### 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

Proposals should include a lump sum price for the base bid work with separate pricing for each alternate listed.

**Project will be awarded based on base bid**

### Base Bid:

\$ \_\_\_\_\_

### Alternates:

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- **Alternate #1 Insulate new Divider Wall:** Contractor to provide & install new insulation in the divider wall if no insulation exists or it is found unable to be reused.

\$ \_\_\_\_\_

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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. Owner is to receive all warranties, maintenance manuals, product data, closeout documents. If any electrical circuits are rerouted, Owner is to receive as-built drawings.



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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>

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.

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)** .