



## 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 TEDC Building Window Seals and Metal  
Panel Splines*

*Date: October 17<sup>th</sup>, 2023*

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**Mandatory Pre-Bid Meeting:** **November 9<sup>th</sup>, 2023 @ 11:00 am**  
TEDC Building (Main Entrance by elevators)  
49 East Campus Drive  
Hendersonville, NC 28731

**Proposals are due:** **November 29<sup>th</sup>, 2023 by 3:15 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:** TEDC Building  
49 East Campus Drive  
Hendersonville, NC 28731

**Last Day for Questions:** **November 13<sup>th</sup>, 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 **November 29<sup>th</sup>, 2023 @ 3:15 pm.**



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### Scope of Work:

#### GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, lifts, scaffolding, traffic control, supervision, disposal fees, permits, inspections, to remove and replace all exterior window sealants and to reattach visible loose rubber splines on the extruded metal panels on all 3 floors of the TEDC (Technology Education Development Center) located at 49 East Campus Drive, Flat Rock, NC. This may require some 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. Work area to be left in a clean and good condition.

- **Time of Completion: Contractor must be complete by March 29<sup>th</sup>, 2024.**
- Contractor must submit a timeline for beginning and completion of the project.
- Install all materials in accordance with manufacturer's instructions and warranty requirements.
- Contractor is to obtain and pay for all required permits and inspections.
- 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 Project Coordinator.
- 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, walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at their expense.
- Project includes disposal of all debris 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.

#### Job Specifics:

- Strip and Re-caulk all exterior windows using Masterseal NP1, Pecora 890NST or equivalent.
- Contractor to provide lift and to include price of the lift in their Base bid.
- Special attention to be given to the windows in the 3<sup>rd</sup> floor lobby, #302, #303, #322, & #323. These windows have existing leaks.
- Work to include, but not be limited to, all exterior windows on the stairwells, classrooms, offices, lobbies on all 3 floors.
- Installation of sealant/caulk to meet all manufacturer guidelines including minimum temperature requirements.
- Color of sealant to be determined. Owner will choose from the standard color chart.
- Scope of Base work does not include resealing the windows on the TEDC event hall but **does include the splines on the TEDC Event Hall metal panels to be pointed out during the Pre-Bid.**

#### SITE CONDITIONS:

- The building will be occupied. Contractors and sub-contractors are limited to the work area.



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- 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.
  - Pedestrian access to the main entrance will not be blocked at any time. Work in these areas may need to be done during evenings or weekends.
  - The College has testing which is required by the State. There may be times that noise from machines, power tools or equipment may not be allowed. Coordination of these times will be discussed during construction meetings.
  - It will be the Contractor's responsibility to provide portable generators for any electrical needs.
  - Equipment, materials, and temporary storage pods for supplies may be parked at a designated area of the parking lot discussed during the Pre-Bid. 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 of the parking lot discussed during the Pre-Bid.
  - Smoking is not permitted on the job site or campus. The Contractor and sub-contractors are allowed to smoke inside their vehicles.
  - It will be the Contractor's responsibility to protect sidewalks needed for lift access from damage. Any damage to walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at their expense.
  - All road closures for material or equipment delivery must be scheduled with the BRCC Project Coordinator in advance. The Contractor must provide flaggers at any time roads or lanes are closed.
  - Communication with students is not permitted. Shirts are always required.
  - 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 base bid.**

**Base Bid**

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

**Add /Deduct:** Price per LF for any additional metal panel spline repairs discovered during the visual inspection (note that repairs to the several loose splines pointed out during the pre-bid are part of the Base scope of work).

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

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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. 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.



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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)**

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