



Henderson County Capital Projects

100 North King Street, Suite 206
Hendersonville, North Carolina 28792

Memorandum To: Interested Qualified Bidders

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

*Subject: Request for Proposals:
Blue Ridge Community College TEDC Replace Acoustic Wall Panels in Event Hall*

Date: November 6th, 2023

Mandatory Pre-Bid Meeting: **November 17th, 2023 @ 2:00 pm**
Blue Ridge Community College
TEDC (Technology, Education, Development Center)
Main Entrance (by the elevators)
Blue Ridge Community College
49 East Campus Drive
Flat Rock, NC 28731

Proposals are due: **November 29th, 2023 by 3:15 pm**
Henderson County Government Offices
Attention: Bryan Rhodes
100 North King Street, 2nd Floor, Suite 206
Hendersonville, NC 28792

Location of Work: BRCC TEDC Event Hall
49 East Campus Drive
Flat Rock, NC 28731

Last Day for Questions: November 20th, 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 206, Hendersonville, North Carolina 28792 until November 29th, 2023 @ 3:15 pm.



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GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, supervision, disposal fees to remove the existing acoustical panels, reupholster, and reinstall the acoustical panels. Contractor will be responsible to provide and install any fasteners or replacement fasteners which might be required. Contractor is to meet or exceed all requirements and specifications outlined in the RFP and Pre-Bid.

- The Contractor will not take down the acoustical panels until he has received the fabric and all associated materials needed for installation. BRCC's intent is that the work has minimal impact on the appearance of the TEDC Event Hall.
- Due to events scheduled during the holiday season, the Contractor will not be allowed to start before January 2nd.
- Contractor must coordinate his work around the TEDC event schedule. An event schedule will be provided to the awarded contractor to help with coordination. Work schedule limitations to be coordinated with the Blue Ridge Community College Capital Project Coordinator.
- Contractor must submit a timeline for beginning and completion of the project.
- Install all materials and equipment in accordance with all manufacturer's instructions and warranty requirements.
- Any deficiencies found in the installation or materials used in the installation will be the Contractor's responsibility and expense to correct.
- Furnish the necessary supervision, labor, tools, equipment and materials to complete the work outlined in the RFP and pre-bid meeting.
- 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.
- 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.

Job Specifics:

- **Contractor will provide fabric from (NO SUBSTITUTIONS):**
Anna Elisabeth collection: Linen, Crypton Home Fabric, Book S57
- Owner will choose between S2307 Stone or S3496 Linen from Book S57

Known fabric supplier: Anna Elisabeth
 Annaelisabeth.com
 1106 Foust Ave, High Point, NC 27260
 866-755-5000



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- Contractor will provide all lifts, scaffolding and or ladders required to remove the existing acoustical wall panels and reinstall after reupholstering.
 - Contractor may choose either take the acoustic panels offsite for reupholstering or reupholster onsite.
 - Contractor will provide any new or replacement fasteners that might be required to reattach the acoustic panels to the wall. This includes any fasteners that might be damaged when the contractor removes the panels from the wall.
 - Due to any variances that might exist between hanger locations and each panel, the Contractor will be responsible to mark panels & panel locations to verify that the panels are reattached in existing locations with existing spacing and be level and plumb with each other.

SITE CONDITIONS:

1. 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.
2. The Contractor is required to include all equipment rental costs in his quote.
3. 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 TEDC parking lot to be discussed during the Pre-bid.
4. Smoking is not permitted on the job site or the college campus. The Contractor and sub-contractors are allowed to smoke inside their vehicles.
5. Contractor will need to barricade the work area with safety cones and caution tape to prevent pedestrians from entering the work area.
6. Communication with students is not permitted. Shirts are required at all times.
7. 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:

\$ _____



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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 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, product data, closeout documents.

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”).

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