



Henderson County Capital Projects

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

Memorandum To: *Interested Qualified Bidders*

From: *Thad Ninnemann
Capital Projects Project Manager
Marshall Morris
Blue Ridge Community College Project Coordinator*

Subject: *Request for Proposals:
Blue Ridge Community College Continuing Education Building Interior Renovation*

Date: *April 20th, 2020*

Henderson County/BRCC requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections, etc. for interior renovations in the Continuing Education Building on the campus of Blue Ridge Community College.

Mandatory Pre-Bid Meeting: **April 27th, 2020 @ 2:00 pm**
Continuing Education Building Main Entrance
Blue Ridge Community College
625 College Drive
Flat Rock, NC 28731

Proposals are due: **May 12th, 2020 by 2:00 pm**
Henderson County Government Offices
Attention: Thad Ninnemann
100 North King Street, 2nd Floor, Suite 206
Hendersonville, NC 28792

Due to COVID-19, Henderson County may not allow public access to drop off bids. In this eventuality, electronic bids may be accepted.

All electronic bids must be received before or by this time. Please make sure all electronic bids are signed and all required documents (Applicable Licensure, W-9, COI, General Work Day Schedule for anticipated work start & completions and Warranty on all work) are attached with your electronic bid.



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All electronic bids must be submitted by email to all 3 of the following:

TNinnemann@hendersoncountync.gov

Marshallm@blueridge.edu

Peterh@blueridge.edu

Locations of Work: BRCC Continuing Education Building
625 College Drive
Flat Rock, NC 28731

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 2:00 pm on May 12th, 2020.

Detailed Scope of Work:

The project scope is inclusive of, but not limited to: Provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, software integration, permits, inspections, etc. to the work outlined in the architectural drawings, bid documents, and instructions from the mandatory pre bid meeting. Work area, delivery routes and equipment room to be left in a clean and good condition.

- Furnish the necessary supervision, labor, tools, equipment and materials to complete the work outlined in the pre-bid meeting.
- Obtain any and all required permits and inspections.
- Work must be complete by September 18th, 2020.
- Work schedule limitations to be coordinated with the Blue Ridge Community College Project Coordinator.
- Project includes disposal of 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
- Contractor will provide traffic flaggers for any road or lane closures needed for delivery of equipment or work to be done.



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- Daily Cleanup of all affected work areas and paths of entry and material delivery or removal including elevator.
 - Any damage to walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at their expense.

THIS PROJECT MAY NOT BE IMMEDIATELY FUNDED. CONTRACTOR MUST STATE ON BID SHEET HOW LONG ALL BID PRICES WILL BE GUARANTEED.

The following information must be included in the proposal:

1. All applicable licensure with North Carolina.
2. Warranty on above work.
3. 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 have signature lines for signatures by both agencies.
4. Include a copy of a COI and W-9 form
5. Proposals should include a lump sum price for the base bid work and separate pricing for each alternate listed.
6. Project will be awarded based on base bid.
7. **CONTRACTOR MUST STATE ON BID SHEET HOW LONG ALL BID PRICES WILL BE GUARANTEED.**

Site Conditions and Restrictions

COVID-19 Safe Protocols must be followed:

- Practice social distancing of 6' apart.
- Frequently wash hands with soap and water for at least 20 seconds
- Avoid touching the eyes, nose or mouth with unwashed hands
- Avoid close contact with people that are sick
- Contractors must provide appropriate PPE to prevent worker exposure.
- Shared surfaces of tools and equipment must be sanitized before use by workers.

Contractors and sub-contractors are limited to the work areas. 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 that may affect the Continuing Education building will be provided to the Contractor before the start of the job.



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All areas of construction must be barricaded off and have signage designating construction area. Communication with students is not permitted. Shirts are required at all times.

Bus Stop in front of Continuing Ed will remain in use. There will be pedestrian traffic outside of building. Contractor will need to barricade road entrance and sidewalk entry to side parking lot to prevent pedestrians from using parking lot as a thoroughfare.

Work will be permitted Monday – Friday from 7:00am – 8:00pm (with exceptions of the before mentioned College’s testing times). Work outside of these hours (including weekends may be permitted with prior approval of the College’s Project Coordinator

No vehicles 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/equipment delivery and removal etc. must be scheduled with the BRCC Project Coordinator in advance. The Contractor must provide flaggers at any time roads or lanes are closed.

The Contractor will be allowed to use only the 2nd floor restroom. The Contractor will not be allowed use of the 1st first floor restroom. If the Contractor deems it necessary to have additional portable toilets, the provision, maintenance and expense will be the Contractor’s responsibility. A convenient location will be provided at the Continuing Education building side parking lot.

All utility interruptions are to be scheduled with the owner. This includes times which the fire notification may need to be taken offline

Temporary storage pods for supplies may be parked at a designated area of the Continuing Education building side parking lot. BRCC will not be responsible for the security of this equipment or stored items.

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.

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.



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Access to the Continuing Education drop off loop will not be blocked at any time. Space for (5) Contractor vehicle will be allowed at the Continuing Education side parking lot. Vehicles will not be allowed to park on the side of roads or on grass. All other vehicles must park at the Maintenance Building parking lot.

Free parking permits will be issued to Contractor and his Subcontractors. These must be displayed from the rear-view mirror and visible.

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.

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/BRCC 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