



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

Subject: Request for Proposals:
Blue Ridge Community College Spearman Building Electrical Upgrade

Date: November 19, 2021

Mandatory Pre-Bid Meeting: **December 3, 2021 @ 11:00 am**
Spearman Building Main Entrance
Blue Ridge Community College
150 East Campus Drive
Flat Rock, NC 28731

Proposals are due: **December 17, 2021, by 11:00 am**
Henderson County Government Offices
Attention: Thad Ninnemann
100 North King Street, 2nd Floor, Suite 206
Hendersonville, NC 28792

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

Engineer: Sims Group - Derek Stewart
P.O. Box 5534
Asheville, NC 28813

Last Day for Questions: December 7th, 2021, at 5:00pm. Question must be in written form by email or USPS letter on or before date indicated. Submit all questions to:
the BRCC Project Coordinator (Marshallm@blueridge.edu).



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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 December 17, 2021, at 11:00 am.

It is the sole responsibility of the vendor that its bid reaches Henderson County, Thad Ninnemann, by the designated date and time indicated above.

Scope of Work:

GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections to provide and install a new 800-amp electrical sub-panel in the Spearman building on the campus of Blue Ridge Community College. Contractor is to meet or exceed all requirements and specifications outlined in the attached engineered drawings. Work area and equipment room 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 May 31st, 2022.
- Contractor must submit a timeline for beginning and completion of the project.
- Install all materials and equipment in accordance with Henderson County Electrical code requirements, manufacturer's instructions, and warranty requirements.
- Contractor is to obtain and pay for 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, reconnections including gas, electrical, plumbing, flue, fire alarm systems and Metasys.
- Furnish the necessary supervision, labor, tools, equipment, and materials to complete the work outlined in the engineered drawings, RFP, and pre-bid meeting.
- Work schedule limitations to be coordinated with the Blue Ridge Community College 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.
- 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.



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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 workdays 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.
5. Include a copy of COI and W-9 form
6. Proposals should include a lump sum price for the base bid work and include separate pricing for each alternate listed each inclusive of all applicable taxes.
7. Include all unit pricing as/if requested.
8. Acknowledgement of any Addendum received during the bid shall be noted on the proposal or, if provided, on the bid form.

Alternate #1: Relocating the Existing Welding Electric Service from the Switchgear to the Proposed Welding Sub-Panel per Engineered Drawings. \$ _____

Alternate #2 Trace All Circuits in Spearman Building #147 Storage to include:

- 2 Distribution Panels
 - DP2 (located Storage Room #147)
 - DP5 (located Storage Room #147)
- 3 Sub-Panels
 - DP2A (located Storage Room #147)
 - DP5A (located Storage Room #147)
 - PPW (located Storage Room #147)

All switches and receptacles to have laminated labels for panel and circuit number.

All breakers which are no longer serving equipment to be labeled “spare” and the wire to that breaker to be disconnected.

All disconnects to have laminated labels for panel and circuit numbers.

All panels to have new typewritten panel schedules as well as electronic copy.

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Alternate #3 Trace All Circuits in Spearman Building Mechatronic #128, Masonry #129, Mechanical Room #133, Machining #143, Automotive #161, Boiler Room #167, Collision Repair #172, to Include:

- 1 Switchgear/Main Distribution Panel
- 4 Distribution Panels
 - DP1 (located Boiler Room #167)
 - DP3 (located Mechanical Room #133)
 - DP4 (located Mechanical Room #133)
 - DP6 (located Machining #143)
- 12 Sub-panels
 - HVD (located Boiler Room #167)
 - HVC (located Boiler Room #167)
 - PPHC (located Collision Repair #172)
 - PPAM (located Automotive #161)
 - PPAM2 (located Automotive #161)
 - PPMS (Machining #143)
 - HVA (located Mechanical Room #133)
 - HVB (located Mechanical Room #133)
 - RPA (located Mechanical Room #133)
 - PPC (located Mechatronics Room #128)
 - PPM (located Masonry Room #129)
 - PPM2 (located Masonry Room #129)

All switches and receptacles to have laminated labels for panel and circuit number.

All breakers which are no longer serving equipment to be labeled "spare" and the wire to that breaker to be disconnected.

All disconnects to have laminated labels for panel and circuit numbers.

All panels to have new typewritten panel schedules as well as electronic copy.

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Alternate #4 Trace All Circuits in the Spearman Building Storage Room #104, Brewing #119, Alternative Fuels Room #132, Machining Classroom #139, Samtec Room #156 (designated panels only), Central Hallways.

- 10 Sub-panels
 - PPH (located in Brewing Room #119)
 - PPH1 (located in Brewing Room #119)
 - Unlabeled Panel (located in Brewing Room #119)
 - PPE (located in Storage Room #104)
 - LPA (located in central hallway)
 - LPB (located in central hallway)
 - RPB (located in central Hallway)
 - PPN (located in Machining classroom #139)
 - PPE (located in Alternative Fuels Room #132)
 - PPAB (located in Samtec Room #156)

All switches and receptacles to have laminated labels for panel and circuit number.

All breakers which are no longer serving equipment to be labeled "spare" and the wire to that breaker to be disconnected.

All disconnects to have laminated labels for panel and circuit numbers.

All panels to have new typewritten panel schedules as well as electronic copy.

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See “Doing Business with Henderson County” for general information and Henderson County Insurance and Bond Requirements, Purchase Order/Contract Terms and Conditions Requirements, and Minority Business Participation Guidelines and Requirements at

<https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

REQUIRED CONTRACTUAL PROVISIONS

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/purchase_order_terms_and_conditions_rev_03-26-2019.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”), even if the RFP seeks the provision of services or a mixture of services and goods instead of solely goods.

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.

PUBLIC RECORDS

In any Proposal made under this RFP, any information claimed by a Bidder to be “confidential information”, and any documents, memorandum, data, reports, analyses, compilations, records, pricing and evaluation of all or any portion of the transactions contemplated by this agreement may be deemed public records and subject to disclosure, in whole or in part, pursuant to the North Carolina Public Records Law. The County will provide the Bidder with reasonably prompt notice of any intended disclosures or requests for disclosure pursuant to the North Carolina Public Records Law. The Bidder may then choose to seek judicial protection of the confidential information consistent with all applicable laws and regulations. Should a public records request be made for information from the Bidder, the County will, within a reasonable time, notify the Bidder of such public records request. The Bidder shall, within five (5) business days of said notification, deliver notice to the County that it objects to the County disclosing the requested information pursuant to the subject public records request. If no such notice is received by the County within five (5) business days, the Bidder shall be deemed to have waived any such objections. If the Bidder objects to the disclosure of the requested information, the Bidder agrees that it shall be solely responsible for the defense of and all the costs of the defense of any claim or complaint against the County



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for its refusal to disclose confidential information. The Bidder further agrees that if any such complaint or claim is filed it will indemnify the County and will reimburse the County for any and all damages awarded as a result of the refusal to disclose the requested information. The Bidder agrees that it releases the County from all loss, liability, claims or expense, including attorney's fees, arising out of or related to the release or disclosure or failure by the County to release or disclose confidential information. The Bidder further agrees that it waives the right to file any court action for any such release, disclosure, or failure to release or disclose confidential information.

Henderson County reserves the right to reject any and / or all bids, and to waive any bid informalities in so far as it is authorized to do so. Qualified contractors interested in bidding on this project may contact Mr. Marshall Morris @ marshallm@blueridge.edu