

REQUEST FOR PROPOSALS
RENOVATION OF FIRE/FINANCE DEPARTMENT

Waynesville Fire/Finance Department
280 Georgia Avenue

PURPOSE

The Town of Waynesville, North Carolina, is seeking proposals from qualified construction companies to provide construction services for the renovation of flood damage caused by Hurricane Helene. Services shall include removal and replacement of restroom floor and wall tile, relocation of plumbing fixtures in the restrooms, removal of ceiling tile and grids, installation of insulation and sheetrock where removed, installation of new LVT flooring and carpet tiles, prime and paint throughout, installation of new plumbing fixtures and kitchen appliances.

Companies shall direct any questions and inquiries concerning this request to Julie Grasty, Asset Services Manager, Waynesville Public Services Department, by email at jgrasty@waynesvillenc.gov or by phone at 828-456-5114.

The deadline for submitting sealed proposals is Tuesday, January 7, 2025 @ 2:00 pm.

PROJECT OVERVIEW

The projects will be constructed at the location shown on the attached map (Latitude 35.481350 Longitude -83.002509). Projects must meet Federal wage and hour guidelines as specified by FEMA.

OBJECTIVES

The Town of Waynesville, North Carolina, proposes to retain a highly qualified construction company to provide renovation services for 280 Georgia Avenue (Fire/Finance Department) for a lump sum price. The Town of Waynesville is the owner, and all financial and contract responsibilities are the responsibility of the Town.

SUBMITTAL REQUIREMENTS

- **Firm Information:** Name and address of the construction company. If it is a firm, the names of officers, directors and owners.
- **Experience:** Demonstrated firm experience in renovating commercial space.
- **Project History:** List of similar projects undertaken in the past five (5) years as current projects.
- **References:** List of client references for related projects with contact name, telephone number, and email address.
- **Litigation History:** Document of any history of litigation associated with project performance or professional liability and all matters settled out of court.
- **Certification:** A statement in which the applicant certifies that the information provided is correct under the penalties of perjury.

- **All Quotes must be received by Tuesday, January 7, 2025, no later than 2:00 pm Eastern Standard Time at the contact address below:**

Town of Waynesville
ATTN: Sebrina Love, Purchasing Supervisor
129 Legion Drive
Waynesville, NC 28786.

EVALUATION CRITERIA

Applicants will be evaluated on their ability to demonstrate:

- **Experience:** Previous experience.
 - **Quality of Work:** Previous projects will be viewed and/or customers interviewed to determine the quality of & commitment to the work provided.
 - **Public Sector Knowledge:** Previous experience and knowledge of current North Carolina public construction laws.
 - **Capacity:** The ability of the applicant to undertake and complete the project in the time frame established. Time is of the essence. The Company's ability to undertake and complete the job as quickly as possible will be an essential consideration.
 - **Professional References:** Positive evaluations from prior clients.
 - **Timeliness:** Ability to complete the renovation in a three-month time frame from the date of "Notice to Proceed."

SELECTION PROCESS

Waynesville, Asset Services Division, and Town staff will evaluate each submitted quotation to determine if the bidder has adhered to the plans and specifications and has the ability to meet the time constraints established by the Town. Upon selection, a recommendation will be made to The Town Manager and to the Town Council

The Town of Waynesville reserves the right to reject any and all proposals received, as well as waive any irregularities as they see fit.



TOWN OF WAYNESVILLE
Request for Proposals

PROJECT: WAYNESVILLE FIRE DEPARTMENT/FINANCE OFFICE
280 GEORGIA AVENUE

TOWN OF WAYNESVILLE ISSUE DATE:12/10/2024

Request for Proposal (RFP)

Proposals from bidders, subject to the conditions of this Request for Proposal, will be received until Tuesday, January 7, 2025 at 2:00 pm., for furnishing all labor, materials, equipment, and services incidental and implied, for completion of the project described herein.

SEND ALL PROPOSALS DIRECTLY TO THE ADDRESS SHOWN BELOW:

Town of Waynesville
Attn: Sebrina Love, Purchasing Supervisor
129 Legion Drive, Waynesville, NC 28786

NOTE: Indicate the project name and the above information on the front of the sealed proposal envelope or package. Site visits are available but by appointment only, to schedule a site visit please contact Julie Grasty, Asset Services Manager by email at jgrasty@waynesvillenc.gov or by phone at 828-456-5114.

Direct inquiries concerning this RFP to Sebrina Love, Purchasing Supervisor Phone: 828-456-3706

THE PROCUREMENT PROCESS

The following is a general description of how a firm will be selected to provide services.

1. Request for Proposals (RFP) are issued to prospective contractors.
2. The deadline for written questions is five days prior to the due date.
3. Proposals in one original will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. All proposals must be received by the issuing agency no later than the date and time specified on the cover sheet of this RFP.
5. At the specified date and time, the proposals from each responding firm will be opened. This will not be a public bid opening. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and, therefore, may not be an exact indicator of an offeror's pricing position. Informal proposals (less than \$ 300,000) are confidential until such time that the award has been made. Thereafter, the purchasing division will furnish bid tabs upon request.
6. At their option, the evaluators may request oral presentations or discussions with any or all offerors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, offerors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the offeror.
7. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the offeror and its staff, and cost. An award of a contract to one offeror does not mean that the other proposals lacked merit but that, for all factors considered, the selected proposal was deemed most advantageous to the State.
8. Contractors are cautioned that this is a request for offers, not a request to contract, and the Town of Waynesville reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the Town.

(NOTE: THIS FORM MUST BE FULLY EXECUTED AND RETURNED FOR CONSIDERATION OF PROPOSAL)

TOWN OF WAYNESVILLE

PROPOSAL FORM

Waynesville Fire Department/Finance Office
280 Georgia Avenue

DUE DATE:1/7/2025

By submitting this proposal, the potential contractor certifies the following:

- An authorized representative of the firm has signed this proposal.
- It can obtain and submit to the Owner insurance certificates as required within five calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed price.
- All labor costs, direct and indirect, have been determined and included in the proposed price.
- All taxes have been determined and included in the proposed cost.
- The offeror has attended the conference (if applicable) or conducted a site visit and is aware of prevailing conditions associated with performing these services.
- The potential contractor has read and understands the conditions outlined in this RFP and agrees with them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 45 days (typically less) from the opening date, to furnish the subject services for a cost not to exceed.

Company Name	Bid Submitted By (Signature)
Address	Printed Name and Title
City State Zip	Email Address
Telephone No.	Federal Taxpayer ID No.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **EXCEPTIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions, and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. The offeror agrees explicitly to the conditions set forth in the above paragraph by signing the proposal.
2. **CERTIFICATION:** By executing the proposal, the signer certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.
3. **ORAL EXPLANATIONS:** The Town of Waynesville shall not be bound by oral explanations or instructions given at any time during the competitive process or after the award.
4. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by offerors in preparing or submitting offers are the offerors' sole responsibility; the Town of Waynesville will not reimburse any offeror for any costs incurred.
5. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer that may be accepted within a period of 45 days. Although the contract is expected to be awarded prior to that time, the 45-day period is requested to allow for unforeseen delay.
6. **HISTORICALLY UNDERUTILIZED BUSINESSES:** The Town of Waynesville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled.

The Contractor agrees to maintain open hiring and employment practices and to receive applications for employment in compliance with all requirements of applicable federal, state, and local laws and regulations issued pursuant to it relating to nondiscriminatory hiring and employment practices. Each Contractor shall undertake an affirmative action program to ensure that no person shall be excluded from participation in any employment activities because of age, sex, race, religion, color, national origin, or handicap.
7. **PROTEST PROCEDURES:** If an offeror wants to protest a contract awarded pursuant to this solicitation, they must submit a written request to the Purchasing Office, 129 Legion Drive, or P.O. Box 100, Waynesville, NC 28786. This request must be received by the Purchasing Division within thirty (30) consecutive calendar days from the date of the contract award and must contain specific sound reasons and any supporting documentation for the protest. NOTE: Contract award notices are sent only to those actually awarded contracts and not to every person or firm responding to this solicitation. Contract status and award notices are available through the purchasing division (828) 456-3706.
8. **TABULATIONS:** Bidders may call the purchasing division to obtain a verbal status of contract award.

Town of Waynesville
CONTRACT TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** The Contractor shall be considered to be an independent contractor and, as such, shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under this agreement. Such employees shall not be employees of or have any individual contractual relationship with the Town of Waynesville.
2. **KEY PERSONNEL:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Town Manager. The individuals designated as key personnel for the purposes of this contract are those specified in the Contractor's proposal.
3. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval by the Town Manager. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.
4. **PERFORMANCE AND DEFAULT:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations under this agreement, the Town of Waynesville shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the Town, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of this agreement, and the Town may withhold any payment due to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Town of Waynesville from such breach can be determined.
5. **TERMINATION:** The Town may terminate this agreement at any time by giving 15-day notice in writing from the Town to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Town, become its property. If the contract is terminated by the Town of Waynesville, as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made.
6. **CARE OF PROPERTY:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the Town for loss or damage of such property.
7. **ASSIGNMENT:** No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon a written request approved by the issuing purchasing authority, the Town of Waynesville may:
 - a. Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor or
 - b. Include any person or entity designated by the Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the Town to anyone other than the Contractor, and the Contractor shall remain responsible for fulfilling all contract obligations.

8. **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements (permits) that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
9. **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
10. **INSURANCE:** During the term of the contract, the contractor, at its sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:
 - c. **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all the Contractor's employees who are engaged in any work under the contract.
If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.
 - d. **Commercial General Liability - General Liability Coverage on a Comprehensive Broad Form** on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit.
 - e. **Automobile - Automobile Liability Insurance**, to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$500,000.00 for bodily injury and property damage, \$500,000.00 for uninsured/underinsured motorists, and \$100,000.00 for medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

The Contractor shall furnish a Certificate of Insurance as proof of the above coverages. The certificate will contain a provision that the insurance coverage cannot be canceled, reduced in amount, or eliminated without 30 days' written notice to the Town of Waynesville. Owner's Protective insurance must list the Town of Waynesville as a "Named Insured" as its interest may appear. The owner's approval of Certificate of Insurance does not decrease or relieve the contractor's responsibility for maintaining insurance coverage as required in this Request for Proposal.

11. ENTIRE AGREEMENT: This contract and any documents explicitly incorporated by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposals, any addenda thereto, and the offeror's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statute of limitation

12 AMENDMENTS: This contract may be amended only by written amendments duly executed by the Town and the Contractor.

13. GENERAL INDEMNITY: The contractor shall hold and save the Town of Waynesville, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses with the exception of consequential damages accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract.

14 MATERIALS: The Town of Waynesville is not responsible for any materials, equipment, or tools lost or stolen from the site.

15. CLEAN-UP: The area of work shall be cleaned daily so that the Town shall not incur additional costs to make the area suitable for the work process. Also, the Contractor shall keep the public safe from construction debris by taking appropriate steps to close off access to the work area.

16. PERFORMANCE OF WORK: All work shall be performed at the highest level of quality. The owner shall be responsible for determining the quality of work and may notify the Contractor of same. ANY WORK COMPLETED THAT IS NOT SUITABLE FOR THE OWNER SHALL BE REPEATED BY THE CONTRACTOR AT NO COST TO THE OWNER. Any damage to existing area or utilities will be the responsibility of the Contractor. NO EXCEPTIONS.

Additional Instructions to Bidders

Scope:

Work shall consist of furnishing all labor, materials, equipment, and services incidental for the completion of work as described herein. All items not specifically mentioned in the specifications, but which obviously are required to make the job complete, should be included automatically.

Qualifications: All bidders must furnish a list of North Carolina Contractor Licenses which they hold.

Contractor's Responsibility:

The Contractor shall be responsible for the construction site during the performance of the work. The Contractor shall be responsible for any and all damages to persons and property during the performance of the work and shall further provide all necessary safety measures and shall fully comply with all federal, state, and local laws, building rules, rules, and regulations to prevent accidents or injury to persons or property on or about the location of the work site. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications. Special attention will be paid to proper barricading of the work areas due to the work progressing within an actively operating office atmosphere.

Safety Regulations:

The Contractor shall adhere to the rules, regulations, and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, Federal Register) which is hereby incorporated in these specifications.

Codes:

All work shall be done in accordance with the specifications and shall comply with the North Carolina Building Code, Underminers' Rules, and Regulations and Federal, State, and Local Regulations covering work of this nature. Whenever drawings or specifications are in excess of such laws, codes, and regulations, the specifications shall hold. All equipment shall have U. L. Labels attached.

Work Schedule:

Construction can begin immediately.

Workers on Job: All employees of the Contractor shall act in a professional and courteous manner.

E-Verify:

Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. 564-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall follow the requirements of E-Verify and N.C.G.S. 564-25 et seq.

Iran Divestment Act:

North Carolina Local Government Units may not enter into contracts with any entity or individual found on The State Treasurer's Iran Final Divestment List N.C.G.S. 143C-6A. By bidding on this project, the bidder certifies it is not listed on the Final Divestment List created by the State Treasurer.

Drug-Free workplace:

The Town of Waynesville has adopted a Drug-Free Workplace Policy requiring the contractor to ensure that a drug-free workplace is provided in the performance of this agreement. The requirements of that policy are included in the invitation to bid and included in the agreement of the Project.

Minority/Woman Business Enterprise (MIWBE):

It is the policy of the Town of Waynesville to ensure that all businesses, including MIWBE's, are afforded the maximum practical opportunity to participate in the Town's purchasing and contracting processes. Therefore, the Town will not enter into a contract with any business entity that has discriminated in the solicitation, selection, hiring, or commercial treatment of vendors, suppliers, Subcontractors, or commercial customers on the basis of race, color, religion, national origin, sex, age, or handicap.

**** THE IDENTIFICATION OF THE MINORITY BUSINESS PARTICIPATION FORM AND THE LISTING OF GOOD FAITH EFFORTS, AFFIDAVIT "A" MUST BE INCLUDED WITH EACH BID FOR THE BID TO BE RESPONSIVE ****

Conflict of Interest:

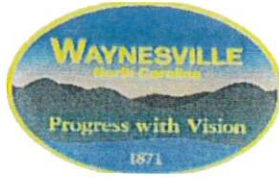
No officer, employee, or agent of the Town and no sub-grantee or sub-recipient of any federal or state funds from the Town shall participate in the selection or the award or administration of a contract supported by federal, state, or City funds if a conflict of interest, real or apparent, is involved. Such a conflict of interest would arise when any of the following persons or entities have a financial or other interest in the firm selected for the award:

- 1 The employee, officer, agent
- 2 Any member of his immediate family
- 3 His or her partner or
- 4 An organization that employs or is about to employ anyone listed in (1) and (2) above.

The grantee or subgrantee's officers, employees, or agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements except as may be allowed in the Town's Gift Policy.

Divestment From Companies Boycotting Israel Certification:

As of the date of this Agreement, the Contractor certifies that it is not listed on the Final Divestment and Do-Not Contract List of Restricted Companies Boycotting Israel created by the State Treasurer pursuant to N.C.G.S. 147-86.81 and that the Contractor will not utilize any subcontractor found on the State Treasurer Final Divestment and Do-Not-Contract List. All individuals signing this contract on behalf of the Contractor certify that they are authorized by the Contractor to make this certification.



BID SHEET

Waynesville Fire/Finance Department-280 Georgia Avenue

Materials	
Labor	
Total Project Cost	

Signature

Date

WAYNESVILLE FIRE /FINANCE DEPARTMENT

RENOVATION

280 GEORGIA AVENUE

SPECIFICATION BY OFFICE AREA

DEMOLITION:

- Remove all restroom floor tile: Apx.282 sq. ft.
- Remove all restroom wall tile: Apx.344 sq. ft.
- Remove restroom partitions
- Remove restroom fixtures and shower
- Remove existing ceiling tile in the Finance Office: Apx.4135 sq. ft.
- Remove the existing ceiling grid in the Finance Office: Apx.4135 sq. ft.
- Remove existing ceiling light fixtures. Apx.48
- Remove vanity lights: Apx.2
- Remove storage/custodian closet lights: Apx.2
- Remove upper kitchen cabinetry and microwave

FLOORING:

- Prepare floors per instructions: Apx.4135 sq. ft.
- Install LVT or carpet flooring as specified: Apx.4135 sq. ft.
- Install 4" cove molding throughout: Apx.1088 linear ft.
- Install restroom floor tile as specified: Apx.281 sq. ft.
- Install restroom wall tile as specified: Apx.344 sq. ft.
- Prep and stain apparatus room floor: Apx.1489 sq. ft.
- Stripe apparatus room floor

INSULATION:

- Install R-13 batt insulation with foil back: Apx.1806 sq. ft.

WALL TILE:

- Install restroom wall tile as specified: Apx.344 sq. ft.

SHEETROCK:

- Install and finish 5/8 sheetrock: Apx.1806 sq. ft.

PAINT:

- Prep walls, prime and paint with 2 coats. (Colors in specifications):
Apx.16,640 sq. ft.
- Prep, prime, and paint with 2 coats all doors and casings: 42 Doors

CEILINGS:

- Install new ceiling tile as specified: Apx.4135 sq.ft.

PLUMBING:

- Run new drains and water lines for restroom as specified
- Provide and install new sinks and commodes
- Reinstall existing water cooler

ELECTRICAL:

- Remove and replace all outlets and switches in the Finance Area (black)
- Install LED lighting throughout the Finance Office as specified 48 Fixtures
- Install vanity and storeroom lighting fixtures as specified 4 Fixtures

CASEWORK:

- Install new kitchen cabinets/countertops as specified.

CLEAN:

- Upon completion, clean all construction areas, including window/door glass

**WAYNESVILLE FIRE/FINANCE DEPARTMENT RENOVATION
280 GEORGIA AVENUE**

SPECIFICATION BY OFFICE AREA

ACCOUNTS RECEIVABLE:

- Remove and replace ceiling tiles as specified.
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install carpet tiles as specified.
- Install cove base molding
- Remove black outlets and switches and replace them as specified.
- Prep and paint all doors and casings

ACCOUNTS PAYABLE:

- Remove and replace ceiling tile as specified
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install carpet tiles as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified.
- Prep and paint all doors and casings

FOYER:

- Remove and replace ceiling tiles as specified.
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 Sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified.
- Prep and paint all doors and casings

GRANTS MANAGER (Newly Renovated):

- Remove and replace the light fixture with a new LED dimmable fixture as specified
- Install a dedicated dimmable light switch for the office only.
- Install R-13 foil-backed insulation where the 20" wall was removed
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified.
- Prep and paint all doors and casings

ADA ACCOUNTS RECEIVABLE:

- Remove and replace ceiling tiles as specified
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings

UTILITY BILLING:

- Remove and replace ceiling tiles as specified.
- Remove and replace the ceiling grid as specified.
- Remove light fixtures/ install new LED fixtures as specified
- Install R-13 foil-backed insulation where the 20" wall was removed
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings

FINANCE DIRECTOR (Current Tax Collector):

- Remove and replace ceiling tiles as specified.
- Remove and replace ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified.
- Prep and paint all doors and casings

ASSISTANT FINANCE DIRECTOR (Current Accounts Payable):

- Remove and replace ceiling tiles as specified.
- Remove and replace ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/two coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Prep and paint all doors and casings
- Remove black outlets and switches and replace them as specified

TAX COLLECTOR (Current Payroll Specialist):

- Remove and replace ceiling tiles as specified.
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings

ASSISTANT FIRE CHIEF (Current Assistant Finance Director):

- Remove and replace ceiling tiles as specified.
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings

STORAGE-Tax Collector Office Area:

- Remove the existing fluorescent light fixture and replace it with LED as specified
- Prep and paint all doors and casings
- Remove and replace the black switch and outlets as specified
- Paint walls and floor with 2 coats of paint as specified
- Prep floor and install LVT as specified
- Install cove base molding

STORAGE:

- Remove the existing fluorescent light fixture and replace it with LED as specified
- Prep and paint all doors and casings
- Remove and replace the black switch and outlets as specified
- Paint walls and floor with 2 coats of paint as specified
- Prep floor and install LVT as specified
- Install cove base molding

JANITOR:

- Remove the existing fluorescent light fixture and replace it with LED as specified
- Prep and paint all doors and casings.
- Remove and replace black switches and outlets as specified.
- Paint walls and floor with 2 coats of paint as specified.
- Prep floor and install LVT as specified
- Install cove base molding

CORRIDOR #1:

- Remove and replace ceiling tiles as specified
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, including brick, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings

CORRIDOR #2:

- Remove and replace ceiling tiles as specified.
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified

- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, including brick, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified.
- Prep and paint all doors and casings
- Reinstall water fountain

KITCHEN:

- Remove the existing upper cabinetry and countertop and replace them as specified
- Remove and replace ceiling tiles as specified
- Remove and replace the ceiling grid as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings
- Install new kitchen cabinetry
- Install new kitchen appliances
- Install new kitchen plumbing fixtures as specified.
- Provide any new wiring required for new kitchen appliances

MEN'S RESTROOM:

- Remove the floor and wall tile and prep areas and replace them with new tiles as specified
- Install new drains and water lines for restroom layout as per specified layout
- Remove and install restroom vanities commodes, as per the specified layout
- Install vanity faucets, mirrors, toilet, and hand towel holders in accordance with ADA
- Prime and paint wall areas with 2 coats of paint as specified
- Remove and replace ceiling tiles
- Remove and replace light fixtures with new LED fixtures and specified
- Prep and paint all doors and casings

WOMAN'S RESTROOM:

- Remove the floor and wall tile and prep areas and replace them with new tiles as specified
- Install new drains and water lines for restroom layout as per specified layout
- Remove and install restroom vanities commodes, as per the specified layout.
- Install vanity faucets, mirrors, toilet, and hand towel holders in accordance with ADA.
- Prime and paint wall areas with 2 coats of paint as specified
- Remove and replace ceiling tiles
- Remove and replace light fixtures with new LED fixtures as specified
- Prep and paint all doors and casings

HALLWAY (new area):

- Install R-13 foil-backed insulation where the 20" wall was removed
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding

FINANCE DIRECTOR (Newly Renovated Area):

- Install R-13 foil-backed insulation where the 20" wall was removed
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding

OFFICE (Newly Renovated Area):

- Remove and replace the light fixture with new LED dimmable fixture as specified
- Install R-13 foil-backed insulation where the 20" wall was removed
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding

OFFICE (Newly Renovated Area):

- Remove and replace the light fixture with new LED dimmable fixture as specified
- Install R-13 foil-backed insulation where the 20" wall was removed
- Install and finish 5/8 sheetrock where the 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding

FIRE MARSHALL (Newly Renovated Area):

- Install R-13 foil backed insulation where 20" wall was removed
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding

CONFERENCE ROOM (Newly Renovated Area-current Assistant Fire Chief):

- Install R-13 foil backed insulation where 20" wall was removed
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding

FIRE STATION ENTRY:

- Remove and replace ceiling tile as specified.
- Remove light fixtures/ install new LED fixtures as specified
- Install R-13 foil backed insulation where 20" wall was removed
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings

BUNK ROOM:

- Remove and replace ceiling tile as specified
- Remove and replace light fixture with new LED dimmable fixture as specified
- Install R-13 foil backed insulation where 20" wall was removed
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings

DAY ROOM:

- Remove and replace ceiling tile as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install R-13 foil backed insulation where 20" wall was removed
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings.

LOCKER AREA:

- Remove and replace ceiling tile as specified
- Remove light fixtures/ install new LED fixtures as specified
- Install R-13 foil backed insulation where 20" wall was removed
- Install and finish 5/8 sheetrock where 20" wall was removed
- Prime walls, paint w/ 2 coats, color as specified
- Prep floor and install LVT as specified
- Install cove base molding
- Remove black outlets and switches and replace them as specified
- Prep and paint all doors and casings.

FIRE FIGHTER'S TOILET:

- Remove floor and wall tile, prep areas and replace them with new tile as specified
- Install foil backed R-13 insulation where wall was removed
- Install 5/8" sheetrock and finish where wall was removed
- Remove and install restroom vanities, commodes, as per specified layout
- Frame and case around existing shower stall
- All sheetrock surrounding the shower stall shall be rated for wet areas
- Prime and paint wall areas with 2 coats of paint as specified
- Install vanity faucets, mirrors, toilet and hand towel holders in accordance with ADA
- Prime and paint wall areas with 2 coats of paint as specified
- Remove and replace ceiling tiles
- Remove and replace light fixtures with new LED fixtures and specified
- Prep and paint all doors and casings
- Remove and replace all black switches and outlets as specified

APPARATUS ROOM:

- Prep and stain concrete floors as specified
- Stripe floors as specified
- Paint walls and ceiling with 2 coats- 2 colors as specified.
- Install double locker-12" wide x 60" high x 15" deep. (see specification)

Town of Waynesville-Fire/Finance Office Renovation

Product & Color Specifications

Wall Paint

Office Areas-SW 7017 Dorian Gray
Hallways-SW 7063 Nebulous White

Carpet Tile

Accounts Receivable Area-Shaw: style Correspond Tile, color Mix 5T343

LVT

All other areas- Terrain II-color Grove
Cove Base-Cement

Vertical Cabinetry

Pionite, Bankers Gray SG214-SD

Countertop

Pionite, Cubicle Papel AG561-SD

Bathroom Wall/ Floor Tile

MFR: Florida Tile-Aura Glazed Porcelain Floor & Wall Tile 12x24 LIGHT GRAY

Bathroom Fixtures

Proflo Floor Mounted Flush Valve bowl or equivalent
Proflo Wall Hung Lavatory 20" or equivalent

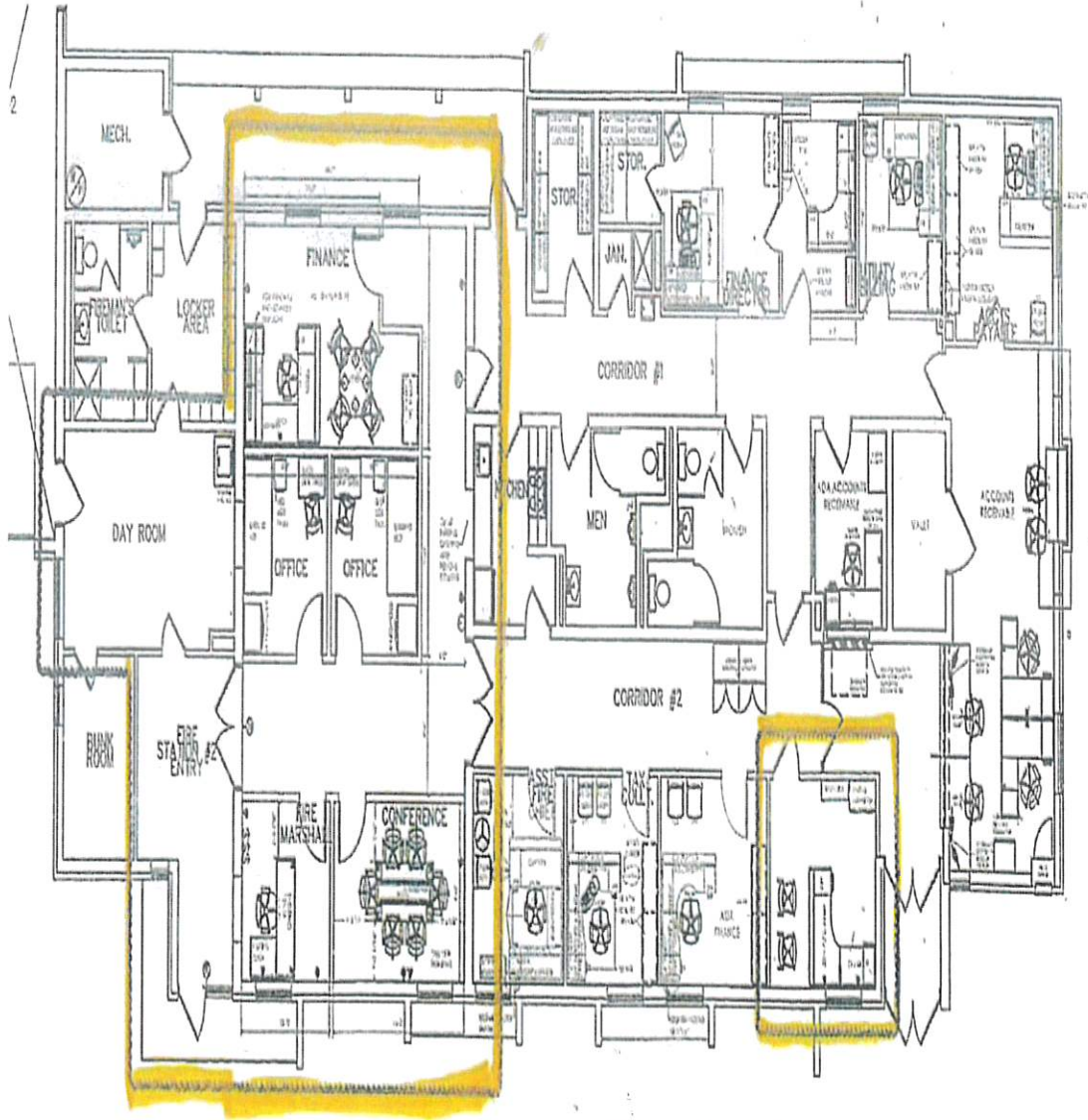
Kitchen

Appliances-Town to Purchase

Plumbing fixtures

Single bowl stainless steel kitchen sink
Single lever faucet w/ spray head

KEPLA

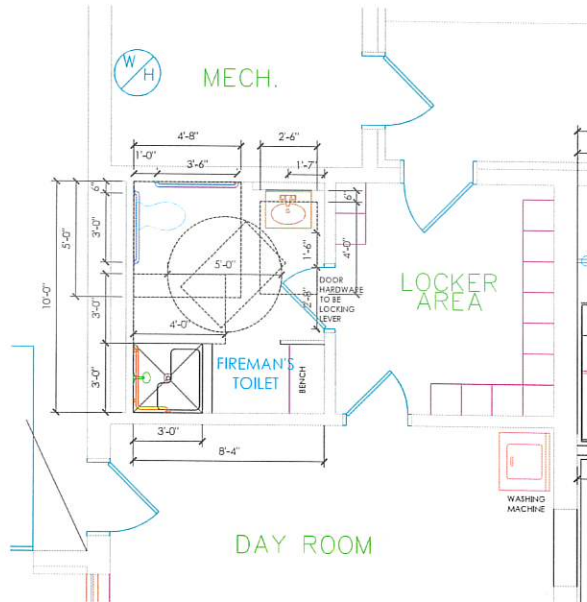
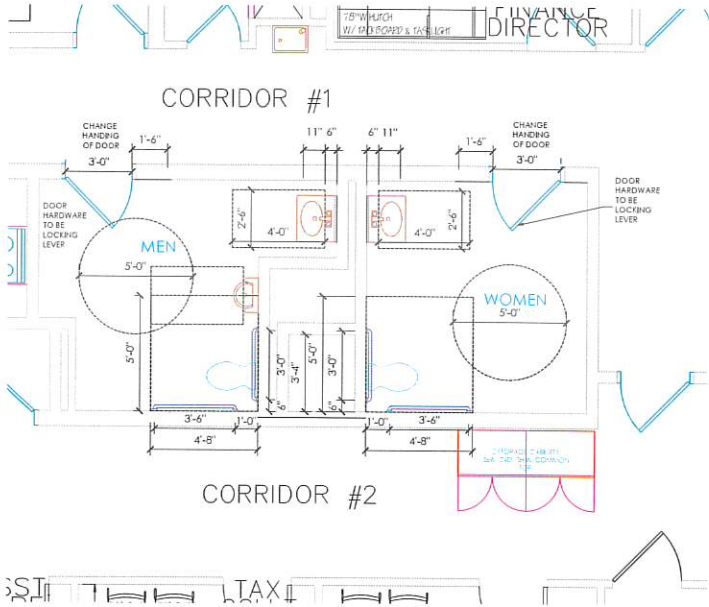


NEW PROPOSED AREA



ADD-ON OFFICE HAZELWOOD FINANCE OFFICE

PROPOSAL:
DATE DRAWN: 2.28.24
DATE REVISED:
SCALE: 3/16" = 1'-0"
DESIGNER: BS
APPROVED BY:
www.pbiasheville.com



PROPOSAL:	DATE DRAWN: 11.25.24
DATE REVISION:	SCALE: 1/4" = 1'-0"
DESIGNER: BM	APPROVED BY:
www.pbiatnville.com	

ADA RESTROOMS
HAZELWOOD FINANCE OFFICE



AFFIDAVIT A - Listing of the Good Faith Efforts

Town of Waynesville

Affidavit of _____
(Name of Bidder)

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive
I have made a good faith effort to comply under the following areas checked:

- 1 - (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or Local Government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 - (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- 3 - (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 - (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 - (10 pts) Attended Prebid meetings scheduled by the public owner.
- 6 - (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 - (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 - (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 - (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d). Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____ Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____, 2016

Notary Public _____

My Commission expires _____

AFFIDAVIT B
Intent to Perform Contract with Own Workforce

Town of Waynesville

Affidavit of _____

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____ contract.

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____

Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

AFFIDAVIT C

Portion of the Work to be Performed by Minority Firms

Town of Waynesville

(NOTE: This form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by minority businesses as defined in GS143-128.2(g) is equal to or greater than 10% of the bidder's total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within 72 hours after notification of being low bidder.

Affidavit of _____
(Name of Bidder)

I do hereby certify that on the _____

Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises.

Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	Minority Category	Work description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____

Name of Authorized Officer: _____

Signature: _____

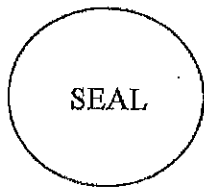
Title: _____

State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____



AFFIDAVIT D
Good Faith Efforts

Project:

Town of Waynesville

If the goal of 10% participation by minority business is not achieved, the lowest responsible responsive Bidder shall provide the following documentation to the Owner of its good faith efforts:

Affidavit of: _____

I do certify the attached documentation as true and accurate representation of my good faith efforts.

(Attach additional sheets if required)

Name and Phone Number	Minority Category	Work description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

Documentation of the Bidder's good faith efforts to meet the goals set forth in these provisions. Examples of documentation include, but are not limited to, the following evidence:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

