



REQUEST FOR PROPOSALS

Interior Alterations

Berea Branch Library / Berea, NC

Purpose and Introduction

The purpose of this request is for Granville County to receive fixed-price proposals from qualified firms capable of providing the County with services noted within this document.

Project Area Description

The Berea Branch Library is located at 1211 Hwy 158 in Berea, NC. Located within the space is a storage room that the County would like to convert to office space. The space is 9' 8" x 24' 5" with a 12' ceiling height and unconditioned. The electrical rough-in for the room was recently completed; however, no permits were obtained, and some modification may be needed to accommodate the room's function.

The hours of operation for the library are Tuesday 9am – 3pm; Thursday 1pm – 7pm; and Friday 9am – 3pm.

Scope of Services

1. Repair minor termite damage to wall studs located on the rear right corner of the room.
2. Provide furring on all walls, along with wall insulation and 5/8" thick gypsum board.
3. Provide a framed ceiling, along with ceiling insulation and 5/8" thick gypsum board; the new ceiling height will be 10'.
4. Finish gypsum board walls and ceiling and apply one coat primer and two coats latex paint. Paint wood trim the same. Walls / Eggshell – Wood Trim / Semigloss
5. Provide carpet flooring and vinyl base. Carpet to be equal to Mohawk Group New Basics III / Broadloom.
6. Provide three 2x2 surface-mounted LED box lighting fixtures similar to Day-Bright / Signify Model 2FEP38L835-2-DS-UNV-DIM.
7. Provide mini-split heating and cooling unit; 3/4 TN capacity. Mitsubishi, Trane or equivalent.

Bidder to include \$2500 allowance for any electrical wiring modifications needed to the existing.

The Contractor is required to provide any necessary details to apply / obtain all permits needed for the work.

Price Submittal Deadline

Fixed-price bid submittals are required no later than **5:00 PM on Monday, November 27, 2023**.

Bid submittals can be issued via email at the below contact email address, or hand delivered to 122 Williamsboro Street, Oxford, NC.

Contact Person

To schedule a site review, or if there are questions regarding this request please contact:

Scott Phillips, Granville County Development Services Director

PO Box 877, Oxford, NC 27565

Scott.phillips@granvillecounty.org

(919) 603-1425

Insurances Required

Granville County requires the following insurances:

Commercial Comprehensive Liability Insurance: Limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial Automobile Liability: Limits of not less than \$1,000,000 per accident for bodily injury and property damage applicable to any vehicle used during the performance of services, including coverage for owned, hired, and non-owned vehicles.

Workers' Compensation Insurance: Limits for coverage A; Statutory for State of North Carolina, and coverage B; Employers Liability \$500,000 each accident / disease each employee / disease policy limit.

The awarded applicant must file with the County Certificates of Insurance prior to commencement of work evidencing the County as the certificate holder and as additionally insured.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of Granville County's Finance Department. If any required insurance policy expires during the term of this Agreement, Proposer must provide a certificate of insurance to the Granville County Finance Department as evidence of policy renewal prior to such policy expiration. Proposer shall be responsible for providing the Granville County Finance Department with 30-day notice of insurance policy cancellation or non-renewal during the term of this Agreement and for three years subsequent for any claims made coverage.