

# BANNER ELK POLICE DEPARTMENT

583 Main St E · PO Box 2049 · Banner Elk, NC 28604  
Phone: (828) 898-4300 Fax: (828) 898-3577

*Chief  
Kevin Hodges*

April 24<sup>th</sup>, 2024

To whom it may concern:

This is an informal bid request for the Banner Elk Police Department – Remodel Project.  
This is located at 583 Main Street East, Banner Elk NC.

Please See attached proposed Scope of Work, drawings of the proposed work are attached and can be viewed at the Banner Elk Police Department, 583 Main Street E, Banner Elk, NC 28604

Bids must be submitted by 4:30 pm Monday June 3<sup>rd</sup>, 2024. Bids should be submitted to Kevin Hodges, Chief of Police, 583 Main St East, Banner Elk NC 28604 or by mail P.O. Box 2049 Banner Elk, NC 28604.

Sincerely,

Kevin Hodges  
Chief of Police

## **BANNER ELK POLICE STATION RENOVATIONS: SCOPE OF WORK**

**April 22, 2024**

To maintain the day-to-day operations of the Banner Elk Police Department the job must be completed in phases. Work begins in the front of the building with the placement of the windows. This allows officers to move their workspaces to the back of the building. Once the utility room is completed, officers will move back to the front of the building to allow completion of the project.

### Demolition

- New window openings in exterior CMU walls.
- Remove walls and fixtures in Bathroom #2
- Remove wall and door in main corridor.
- Remove exterior door in locker room and remediate the opening to match existing walls.
- Remove knee wall and rail at the weight room. Cut out partial raised floor section back to new wall location. Patch the main floor and walls if needed.
- Dismantle existing kitchen cabinets ready for relocation.
- Tie-ins for reworked plumbing/sewer connections in new bathroom #2, new utility room and sink in relocated kitchen. Cap old hook-ups.
- Remove all waste materials.

### Concrete

Confirm direction of new sewer with Public Works Department. Patching interior concrete once new sewer line has been run. Patching asphalt. The asphalt patch will be approximately 24" wide if the sewer runs west across the alley.

### Masonry

The infill of the existing old exit door, stucco of exterior, and patching around window openings as necessary. This includes filling block and tying in to existing as needed.

### Wood

New walls at kitchen/storeroom/locker room, chief's office, utility room and toilet. 2' x 4' @ 16" OC rough framing, furring strips, ceiling framing, interior & exterior trim, and miscellaneous blocking. Provide hangers, fasteners, anchors, etc. required for the work.

### Thermal Moisture

Where feasible, verify the insulation meets minimum codes in exterior walls, ceilings and roof. This includes all interior sound batt insulation around the bathroom and chief's office as well as rigid insulation on the block walls in the chief's office.

### Windows & Doors

Wood windows with extruded aluminum cladding and 2x glazing. Six (6) 36" x 24" windows at each cubicle area and two (2) 48" x 48" windows (one in the lieutenant office and one for the administration office). Replace window in platform area with three (3) 2'-4" x 4'-0" awning combos, mullied. RO 7'-0 1/2" x 4'-0 1/2" (Kolbe 242032), this window is used for reference to show configuration. Single panel solid core wood doors for the chief's office, utility room and new bathroom. A new solid core door with return air grill for armory. Include general passage and privacy hardware as needed.

### Finishes

Install 1" x 4" interior trim, window/door casings and baseboard. Sheetrock wall coverings, acoustical ceiling grid and tile in chief's office and circulation area to be 2' x 2' grid with acoustic lay-in panels. Paint all interior areas disturbed or with new construction.

### Specialties/Furnishings/Millwork

Include a \$1,500 allowance for toilet accessories, mirrors, and kitchen gas range. Relocate the existing casework to the new kitchen area reusing lowers, countertops, and uppers.

### Plumbing

Include all rough-in and finish work associated with the new plumbing and sanitary sewer work in the bathroom and new kitchen. This includes routing new plumbing lines from the existing water heater under the chief's office platform to the new kitchen. The sewer lines will run from the kitchen sink **A.** into the slab and exit the building to the sanitary sewer in the alley, or **B.** out of the building to the east to an existing manhole. Coordinate with the Public Works Department to determine the best option. Run gas piping for the new gas stove in the kitchen from the gas tank in the yard. Include a \$1,500 allowance for the toilet, vanity, kitchen sink, and faucets.

### HVAC

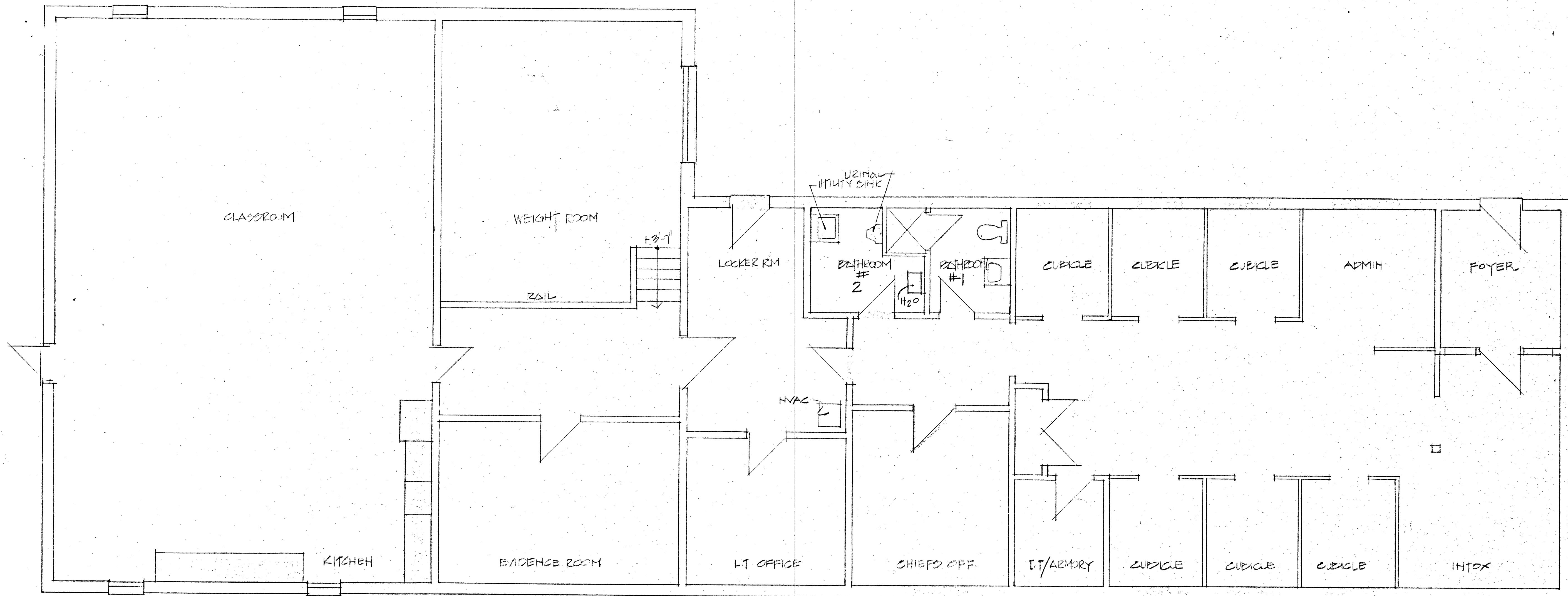
Include redistribution of HVAC duct in the chief's new office and storage room. Include relocation of return ducts, new transfer ducts, and rearranging supply ducts.

### Electrical

Include all rough-in of new electrical for the storage room, bathroom, kitchen, corridor, and chief's office. Also include Cat 6 line to the chief's new office. Include a \$2,500 allowance for any new light fixtures. Clean up the existing electrical panel and distribution and add dedicated circuits to the kitchen and appliances. NOTE: If feasible, re-use the fixtures over the platform area. If not, include new 2' x 4' troffer fixtures.

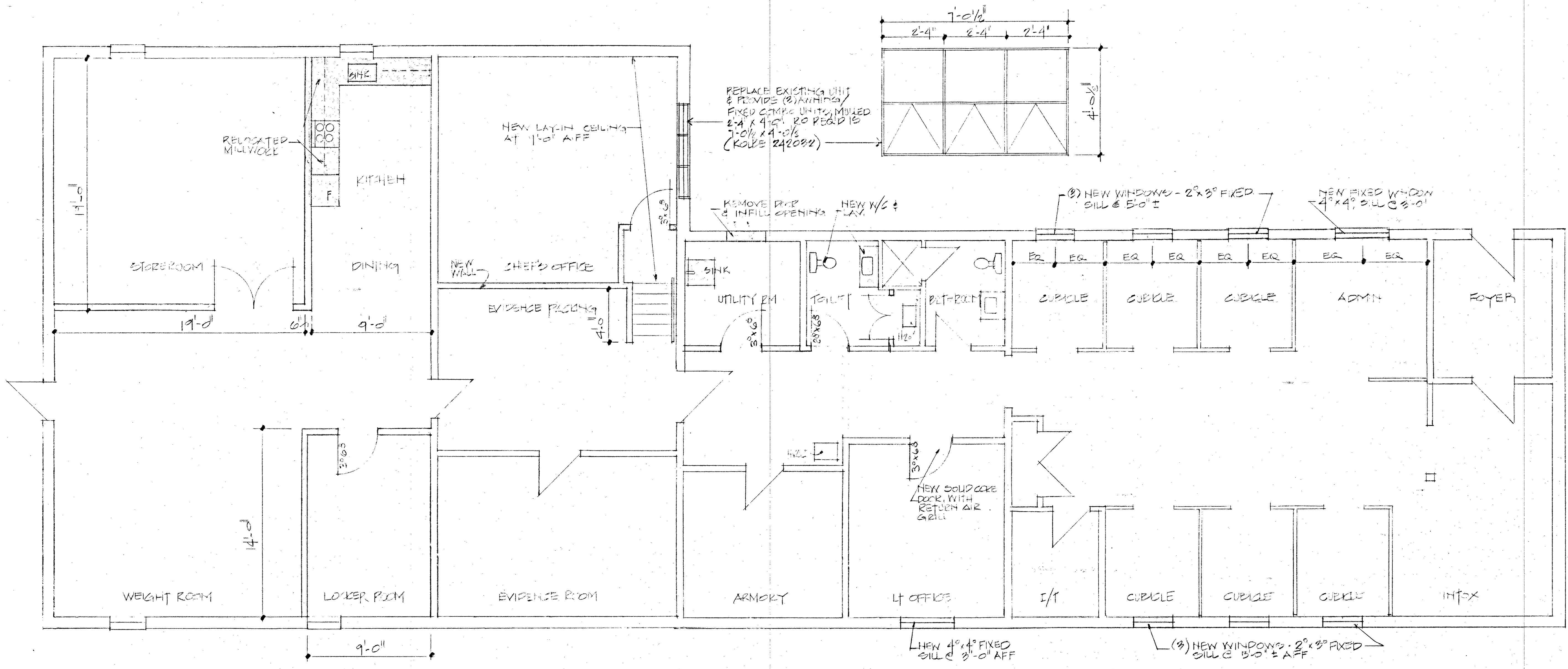
### Exclusions

Not in contract are any flooring, floor leveler, any low voltage work, work in the main office areas other than the new windows, any fire alarm or communications lines.



EXISTING FLOOR PLAN/DEMOLITION  
 1/4" = 1'-0"

BANNER ELK POLICE STATION		
SCALE:	APPROVED BY:	DRAWN BY:
DATE: 8-28-24		REVISED 4/16/24
		DRAWING NUMBER
		A-1



REVISED FLOOR PLAN  
1/4"=1'-0"

BANNER ELK POLICE STATION		
SCALE:	APPROVED BY:	DRAWN BY:
DATE: 2-27-24		REVISED: A/10/24
DRAWING NUMBER		A-2