



Henderson County Capital Projects

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

Memorandum To: Interested Qualified Bidders

From: *Thad Ninnemann
Henderson County Capital Projects Project Manager
Martin Ballard
Henderson County Public Schools Facilities Director*

Subject: ***Request for Proposals
Dana Gym Roof Replacement and Etowah Gym Roof Replacement***

Date: *September 10, 2019*

Henderson County is requesting proposals to replace the existing roofs at Dana Elementary Gymnasium and Etowah Elementary Gymnasium.

This RFP is for material/equipment, labor, supervision, and installation of new TPO Single Ply Membrane System at Dana Elementary Gymnasium and Etowah Elementary Gymnasium.

Mandatory Pre-Bid Meeting: September 17, 2019 @ 9:30 am

Dana Elementary School
690 Ridge Rd
Dana, NC 28724

The Pre-Bid meeting will continue at Etowah Elementary immediately after Dana.

Etowah Elementary School
320 Etowah School Rd
Etowah, NC 28729

Proposals are due: September 24, 2019 @ 2:00 pm

HCPS Maintenance Department
246 Education Drive
Flat Rock, NC 28731

Location of Work: Dana Elementary and Etowah Elementary



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Hard copy bids, no emails, will be received from bidders by Henderson County/HCPS by Martin Ballard at the HCPS Maintenance Department at 246 Education Drive Flat Rock, North Carolina 28731, until 2:00pm on September 24, 2019.

Scope of Work:

1. The purpose of this project is to replace the existing roofing on the Gymnasiums at Dana Elementary and Etowah Elementary per Architect Specifications.
2. The work shall include all materials, labor, project management, and supervision for the installation and completion of the work.
3. This project involves working on school district property and within existing buildings. It is the responsibility of the contractor to review the existing building conditions and factor them into their pricing.
 - 3.1. Mandatory Pre-Bid meeting September 17, 2019 at 9:30 AM at Dana Elementary, 690 Ridge Rd, Dana NC 28724. The Pre-bid will continue at Etowah Elementary, 320 Etowah School Rd Etowah, NC 28729 Immediately following Dana Elementary.
 - 3.2. Scheduling of site visits to the school is the responsibility of the contractor and can be arranged by contacting Martin Ballard. Site visits should be scheduled in advance and for after the normal school day.

Summary of Work:

1. Replace the existing approximately 15,415 square feet of roofing with a TPO Single Ply Membrane system at Dana Elementary Gymnasium and Etowah Elementary Gymnasium. The TPO Single Ply Membrane System will have a 20-year warranty.



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2. Existing roofing materials:

- A. Single Ply Membrane System- Existing to remain.
- B. Barrel vault wood board deck on roof joist – Exposed to interior.

3. Install fully adhered TPO membrane system.

4. Replace existing Gutters.

5. 2.2 inches of insulation (R15)

Important Dates

Mandatory Pre-bid - Tuesday September 17th, 2019 at 9:30am at Dana Elementary Front office. (Contractors must sign in at the front office and get a Visitors Pass.)

Bid opening - Tuesday September 24th, 2019 at 2:00pm

Work to begin - Monday September 30, 2019

Completion Date - Tuesday December 31, 2019

The following information must be included in the proposal:

- 1. Applicable licensure with North Carolina.
- 2. Warranty on above product and installation.
- 3. Proposals to be in the form of a proposed contract signed by the bidder and ready for the County's approval and signature.
- 4. Include separate pricing for any proposed alternates

See "Doing Business with Henderson County" for general information and Henderson County Insurance and Bond Requirements including Minority Business Participation Guidelines at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>



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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 reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on the project should contact **Mr. Martin Ballard** @ meballard@hcpsnc.org