



Henderson County Facility Services

320 Williams Street
Hendersonville, North Carolina 28792

Memorandum To: Interested Qualified Bidders

*From: Christopher Hill
Maintenance Manager*

*Subject: Request for Proposals
Henderson County 95 Courthouse duct cleaning*

Date: January 22, 2020

Henderson County is seeking proposals for a turnkey project for cleaning all ductwork, HVAC cabinets, internal components, supply registers and returns in the Courthouse based on a scope of work and Microbial testing by Lexco Corporation which will be provided during the Pre-bid meeting. All work will need to be performed after hours and weekends, completed, and invoiced before June 15th. Lexco will also test after completion to ensure it meets their Microbial cleaning requirements and specifications. If any additional cleaning is required by Lexco it will be at the expense of the winning bidder.

Mandatory Pre-Bid Meeting: February 10th, 2020 - at 10am
Facility Services department
320 Williams Street
Hendersonville, NC 28792

Proposals are due: March 2nd, 2020 - before 2pm
Facility Services Department
Attn: Christopher Hill
320 Williams Street
Hendersonville, NC 28792

Location of Work: Henderson County Courthouse
200 North Grove Street



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Sealed hard copy bids, or emails, will be received from bidders by Henderson County at the Henderson County Facility Services Department 320 Williams Street Hendersonville, North Carolina 28792 until 2:00 pm on March 2nd,2020.

Detailed Scope of Work:

Furnish the necessary supervision, labor, tools, equipment and materials to complete the required work of Cleaning ductwork, HVAC cabinets, internal components, supply registers, and returns based on a scope of work and Microbial testing provided by Lexco Corporation which will be handed out at the Pre-bid meeting. All work will need to be performed after hours and weekends, completed, and invoiced before June 15th. Lexco will also test after completion to ensure it meets their Microbial cleaning requirements and specifications. If any additional cleaning is required by Lexco it will be at the expense of the winning bidder.

- Applicable licensure with North Carolina
- Provide all required permits.
- Remove all trash and debris associated with this work to a designated dumpster.
- Restore all disturbed ductwork/access ports to its original state.
- Work limitations to be discussed at the mandatory Pre-Bid meeting.

The following information must be included in the proposal:

1. Proposals are to be in the form of a Proposed Contract signed by the bidder and ready for the County's signature:
 - a. Include lump sum price for base bid inclusive of all work required.
 - b. Include separate pricing for any proposed alternates
 - c. Proposals will be awarded based on base bid.
2. Warranty: Provide a standard 1year warranty.

See "Doing Business with Henderson County" for general information and Henderson County Insurance and Bond Requirements along with Minority Business



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

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 Christopher Hill @ Chill@hendersoncountync.gov