



Henderson County Capital Projects

100 North King Street, Suite 204
Hendersonville, North Carolina 28792

Memorandum To: Interested Qualified Bidders

*From: Bryan Rhodes
HC Capital Projects Construction Manager
Brian Cotton
HC Capital Projects Superintendent
Chad Dillon
Henderson County Public Schools Director of Facilities*

*Subject: Request for Proposals:
Elementary Schools HVAC Controls Upgrade **2nd Listing***

Date: November 8, 2023

Mandatory Pre-Bid Meeting: **November 22, 2023 @ 10:00am**
Bruce Drysdale Elementary School
271 Bearcat Boulevard
Hendersonville, NC 28792

Proposals are due: **December 6, 2023 @ 3:00pm**
Henderson County Government Offices
Attention: Bryan Rhodes
100 North King Street, 2nd Floor, Suite 204
Hendersonville, NC 28792

Location of Work: (9) Elementary Schools

Bruce Drysdale Elementary
271 Bearcat Boulevard
Hendersonville, NC 28792

Clear Creek Elementary
737 N. Clear Creek Rd.
Hendersonville, NC 28792

Dana Elementary
690 Ridge Rd.
Dana, NC 28724



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Etowah Elementary
320 Etowah School Road
Etowah, NC 28729

Fletcher Elementary
500 Howard Gap Rd.
Fletcher, NC 28732

Glenn Marlow Elementary
1985 Butler Bridge Rd.
Mills River, NC 28759

Hillandale Elementary School
40 Preston Lane
East Flat Rock, NC 28726

Mills River Elementary
94 School House Rd.
Mills River, NC 28759

Upward Elementary
45 Education Dr.
Flat Rock, NC 28731

Last Day for Questions: November 30, 2023 @ 4pm.

Questions must be in written form by email or USPS letter on or before, but NLT date indicated.
Submit all questions to: Director of Facilities Chad Dillon @ mcdillon@hcpsnc.org

Sealed hard copy bids will be received from bidders by Henderson County at the Henderson County Government Offices, 100 North King Street, Suite 204, Hendersonville, North Carolina 28792 until December 6, 2023 @ 3:00 pm. **It is the sole responsibility of the vendor that its bid reaches Henderson County by the designated date and time indicated above.**



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Scope of Work:

Replace all Novar Controllers with new Building Automation System. The replacement system will be non-proprietary, BACnet capable, with an IP based head end. Henderson County Public Schools will have full control for schedules, setpoints, and all other components of the system. Each site will be required to have graphics on the headend with controller details and readings on the graphic. The new building automation system must meet the minimum specs listed below:

- All loads that are identified now in the Novar system will be added to the new system.
- Verify that testing and commissioning has been properly done for each controller in writing.
- Sensor for Units must have: Space temp, supply air temp, fan status, and a humidity reading for each space.
- Must be open source- nonproprietary, BACnet capable, web based, Jace front end with graphics and controller readings for each room.
- Fully unlocked system.
- 1-year single source full warranty and all troubleshooting done with no labor charges.
- **Substantial completion date of all sites inclusive to the base bid, May, 1 2024**
- **Liquidated damages of \$500 per day will be applied, per day past the date of substantial completion.**

GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits and inspections for the replacement of Building Automation Controls. This work is to take place in coordination with Henderson County Public School Systems schedule. This may require work to be done in the evenings and weekends. Contractor is to meet or exceed all requirements and specifications outlined in the RFP and Pre-bid.



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Job Specifics:

The current Novar Systems controllers are to remain operational during the project. Once the new system has been installed, classrooms and other equipment may be integrated to the new system, one controller at a time.

Classrooms shall not be taken off line during a school day unless proper communication has been had with the Director of Facilities, and permission has been granted.

All recovered controllers, thermostats, and sensors will be returned to Henderson County Public Schools.

It shall be the responsibility of the awarded contractor to field verify that all current loads are correct and must be fully operational for this project to be considered completed.

For this project, each school will be turnkey completed, one at a time, before moving to the next location. Each school must be invoiced, per location, for financial tracking purposes.

Bruce Drysdale

Bruce Drysdale Elementary has approximately 90 loads on the Current Building Automation System. These loads are made up of boilers, unit ventilators, exhaust fans, air handlers, pumps, and other equipment.

Clear Creek

Clear Creek Elementary has approximately 100 loads on the current building automation system. These loads are made up of boilers, unit ventilators, exhaust fans, air handlers, chillers, pumps, lightning contactors and other equipment.

Dana

Dana Elementary has approximately 130 loads on the current building automation system. These loads are made up of boilers, water source heat pumps, pumps, cooling towers, lighting, air handler units, and other equipment.

Etowah

Etowah Elementary had approximately 60 loads on the current building automation system. These loads are made up of boilers, chillers, pumps, unit ventilators, air handler units, lighting contactors, and other equipment.

Fletcher

Fletcher Elementary has approximately 130 loads on the current building automation system. These loads are made up of boilers, chillers, unit ventilators, pumps, air handler units, VAV boxes, lightning contactors, and other equipment.



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Glenn Marlow

Glenn Marlow Elementary has approximately 85 loads on the current building automation system. These loads are made up of Boilers, chiller, pumps, unit ventilators, air handler units, lighting contactors, and other equipment.

Hillandale

Hillandale Elementary has approximately 130 loads on the current building automation system. These loads are made up of boilers, water source heat pumps, air handler units, lighting contactors, cooling towers and other equipment.

Mills River

Mills River Elementary has approximately 130 loads on the current building automation system. These loads are made up of boilers, water source heat pumps, air handler units, lighting contactors, cooling towers and other equipment.

Upward

Upward Elementary has approximately 90 loads on the current building automation system. These loads are made up of boilers, chillers, air handler units, lighting contactors, and other equipment.

Site Conditions:

- All Subs will be Tier 1 with a state issued ID. Everyone working on this project will be required to sign in daily at the front office and receive a visitor badge. This is part of our school safety initiative and is not negotiable.
- If there is any risk of debris falling during the cutting of the roofing or removal of roofing for curbing, the Contractor will be required to build a temporary roof type structure over the equipment to protect it. This will be at the Contractor's expense.
- The building will be occupied. Contractors and sub-contractors are limited to the work areas associated with work being done.
- Contractor will not be allowed to work on Graduation Day. The date of Graduation will be provided to the Contractor well in advance for scheduling.
- Work will be permitted Monday – Friday from 7:00am – 8:00pm (with exceptions of the before mentioned schools testing times and Graduation). Work outside of these hours (including weekends may be permitted with prior approval from the Facilities Director.
- A 120 volt/ 20 amp/ single phase circuit will be provided by the owner for power tools. Any electrical needs beyond this are the responsibility of the Contractor.



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- Cranes, lifts, hoists and temporary storage pods for supplies may be parked at a designated area of the parking lot. HCPS will not be responsible for the security of this equipment or stored items.
- If the Contractor requires a dumpster, this will be the responsibility of the Contractor. The contractor will not be allowed to use HCPS dumpsters. Space for a contractor provided dumpster will be provided at a designated area to be discussed during the Pre-bid.
- Sanitary facilities will not be available at the job site. The contractor will not be allowed to use restrooms inside the buildings. The Contractor shall be responsible for the provision and maintenance of portable toilets. A convenient location will be provided at a designated area to be discussed during the Pre-bid.
- The Contractor is responsible for all pavement and sidewalk protection, where dumpsters or porta johns are placed.
- OSHA required safety precautions must be maintained at all times.
- Smoking is not permitted on the job site or the HCPS campus.
- Communication with students is not permitted. Shirts are required at all times
- Weapons are prohibited on school property. It is the policy of Henderson County Public Schools that the campus shall be free of unauthorized weapons. No Contractor, subcontractor or employee, while on campus, shall carry or encourage another person to carry, whether openly or concealed an unauthorized weapon as defined by G.S 14-284.1.

Project will be awarded based on total Base Bid

Bruce Drysdale	\$ _____
Clear Creek	\$ _____
Dana.	\$ _____
Etowah.	\$ _____
Fletcher.	\$ _____
Glenn Marlow	\$ _____
Hillandale	\$ _____
Mills River	\$ _____
Upward	\$ _____
TOTAL BASE BID	\$ _____



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Base Total: This should equal the combined Subtotals for: All of the listed schools with new functional control system.

The following information must be included in the proposal:

1. All applicable licensure with North Carolina.
 2. General Workday Schedule for “all anticipated workday start and completions” or stoppage.
 3. Warranty on all above work
 4. Proposals to be in the form of a proposed contract signed by the bidder and ready for the County’s approval, Henderson County Public Schools approval and having signature lines for signatures by both agencies.
 5. Include a copy of COI and W-9 form.
 6. Proposals should include a lump sum price for the base bid work with separate pricing for each alternate listed.
 7. All bids of \$300,000 or more, are required to provide 100% **Payment and Performance Bonds** for the base bid and included alternates.
 8. All bids of \$500,000 or more, include **Bid Security** in an amount equal to but not less than five percent (5%) of the gross amount of the base bid and included alternates.
 9. Include all applicable taxes in your proposal. Henderson County is not tax exempt.
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ACCEPTANCE OF WORK

1. All work must be permitted by Henderson County and receive County inspections. Owner is to receive written copies of all.
2. All HVAC systems installed by the Contractor must be fully functional and operating as intended when the Contractor has completed the project. Contractor shall demonstrate sustained, satisfactory performance of all equipment and system in a test run of appropriate duration. Owner’s personnel will be notified in advance so they can be present during the test run.
3. Owner is to receive all warranties, maintenance manuals, product data and closeout documents.
4. Contractor will provide Owner training. This training will include preventative maintenance schedules and how to adjust or correct equipment as required for proper performance.



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

Terms & Conditions:

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_and_conditions_02.23.2022.pdf

These Terms and Conditions, which refer to a “purchase order”, shall be deemed to be included in any contract entered into as a result of this Request for Proposals (“RFP”).

Any attempt by a proposed contracting party (the “Bidder”) under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

Henderson County reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on this project may contact **Mr. Chad Dillon @ mcdillon@hcpsnc.org**