



Henderson County Capital Projects

100 North King Street, Project Management
Hendersonville, North Carolina 28792

Memorandum To: Interested Qualified Bidders

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

*Subject: Request for Proposals:
HVAC Controls Replacement*

Date: May 14, 2025

Mandatory Pre-Bid Meeting: **May 28, 2025 @ 10:00am**
Rugby Middle School
3345 Haywood Rd.
Hendersonville, NC 28791

Proposals are due: **June 11, 2025 @ 2:00pm**
Henderson County Government Offices
Attention: Brian Cotton
100 North King Street, 1st Floor,
Project Management Suite
Hendersonville, NC 28792

Location of Work:

Apple Valley Middle School
43 Fruitland Rd.
Hendersonville, NC 28792

Flat Rock Middle School
191 Preston Lane
East Flat Rock, NC 28726

Hendersonville Middle School
825 North Whitted St.
Hendersonville, NC 28791

North Henderson High School
35 Fruitland Rd.
Hendersonville, NC 28792



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Rugby Middle School
3345 Haywood Rd.
Hendersonville, NC 28791

Sugarloaf Elementary School
2270 Sugarloaf Rd.
Hendersonville, NC 28792

West Henderson High School
3600 Haywood Rd.
Hendersonville, NC

Last Day for Questions: June 3, 2025 @ 1:00pm

Question must be in written form by email or USPS letter on or before, but NLT date indicated. Submit all questions to the HC Capital Project Superintendent bcotton@hendersoncountync.gov

Sealed hard copy bids will be received from bidders by Henderson County at the Henderson County Government Offices, 100 North King Street, Project Management, Hendersonville, North Carolina 28792 until June 11, 2025 @ 2:00pm.

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 specifications listed below:

- All loads that are identified now in the Novar system will be added to the new system.
- Verify that testing and commissioning have been properly done for each controller in writing.
- Sensors for units must have: space temp, supply air temp, fan status, mode of operation, and humidity readings for each space.
- New system must be open source- nonproprietary, BACnet capable, web based, Jace front end with graphics and controller readings for each space.



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- Fully unlocked system
 - 1-year single source warranty with all troubleshooting and repairs completed with no labor charges.
 - **Substantial completion date of all sites inclusive to base bid is TBD**
 - **Liquidated damages of \$500 a 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, inspections to replace the Building Automation Controls at all of the listed sites. This work is to take place in coordination with Henderson County Public Schools 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.

- Contractor will be required to provide a detailed written warranty for all work upon completion of project.

Job Specifics:

The current Novar System and 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 offline during the school day unless proper communication has been had with the HCPS Director of Facilities.

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

It will 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 complete.

For this project, each school is to be completed before moving to the next location. Each school must be invoiced, per location, for financial tracking purposes.



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Apple Valley Middle School

Apple Valley Middle School has approximately 136 loads on the current building automation system. These loads consist of boilers, chillers, pumps, unit ventilators, fan coil units, air handles, exhaust fans, lighting contactors, and other equipment.

Flat Rock Middle School

Flat Rock Middle School has approximately 70 loads on the current building automation system. The load consists of boilers, chiller, pumps, air handler units, lighting contactors, roof top units, and other equipment. Flat Rock also has an iTouch Manager that controls the VRF. This system must be integrated to the new building automation controls as well.

Hendersonville Middle School

Hendersonville Middle School has approximately 128 loads on the current building automation system. These loads consist of boilers, chillers, pumps, unit ventilators, fan coil units, air handlers, exhaust fans, lighting contactors, and other equipment.

North Henderson High School

North Henderson High School has approximately 140 loads on the current building automation system. These loads consist of boilers, chillers, pumps, unit ventilators, fan coil units, air handlers, exhaust fans, lighting contactors, and other equipment.

Rugby Middle School

Rugby Middle School has approximately 70 loads on the current building automation system. The load consists of boilers, chiller, pumps, air handler units, lighting contactors, roof top units, and other equipment. Rugby also has an iTouch Manager that controls the VRF. This system must be integrated to the new building automation controls as well.

Sugarloaf Elementary School

Sugarloaf Elementary Schools has approximately 120 loads on the current building automation system. The load consists of boilers, pumps, valve actuators, water source heat pumps, lighting contractors, cooling tower and other equipment.

West Henderson High School

West Henderson has approximately 50 loads on the current Novar system. These loads consist of fan coil units, unit ventilators, exhaust fans, air handler units, lighting contactor and other equipment. West Henderson also has 2 legacy Jace's and 2 new Jace's that must be integrated into one functioning control



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system. Legacy Jace's must be replaced with a new Jace and all required programming from the old Jace to the new Jace must be included. All pneumatic valves and actuators on the HVAC system must be removed and replaced with electric valves that will be controlled by the new Building Automation System.

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 HCPS school safety protocol and is not negotiable.
- 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 contractor well in advance for scheduling.
- The work schedule for the project is to be coordinated with the HCPS Director of Facilities.
- A 120v/20amp single phase circuit will be provided by the owner for power tools. Any electrical needs beyond this are the responsibility of the contractor.
- 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 or sub-contractors will not be allowed to use restrooms inside the building. The contractor will 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 and porta johns are placed.
- OSHA required safety precautions must be maintained at all times.
- Smoking is not permitted on the job site or any other location of a 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, sub-contractor, or employee, while on campus, shall carry or encourage another person to carry, whether open or concealed an unauthorized weapon as defined by G.S 14-284.1.
- All utility interruptions are to be scheduled with the owner. This includes times which the fire notification may need to be taken offline for work.
- All workers are required to wear proper work attire.
- The Contractor will be responsible for permitting and scheduling of inspections.



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Project will be awarded on total base bid.

Apple Valley Middle School \$ _____

Flat Rock Middle School \$ _____

Hendersonville Middle School \$ _____

Rugby Middle School \$ _____

Sugarloaf Elementary School \$ _____

West Henderson High School \$ _____

North Henderson High School \$ _____

Total Base Bid \$ _____

The following information must be included in the proposal:

1. All applicable licensure with North Carolina.
 2. General Workday Schedule for “all anticipated workday starts 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.
 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. Contractor is required to price all alternates as well as base bid price.
 8. Include all applicable taxes in proposal. Henderson County is not tax exempt.
 9. Acknowledgement of any Addendum received during the bid shall be noted on the proposal, or if provided, on the bid form.
 10. Include all unit pricing as requested
 11. **Performance and Payment Bond** for 100% of the base bid are required for proposals over \$300,000.00.
 12. **Bid Bond** is required on proposals over \$500,000.00, in an amount equal to but not less than five percent (5%) of the gross amount of the base bid.
 13. Include the appropriate **MWBE Forms** with the proposal.
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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. Owner is to receive all warranties, maintenance manuals, product data, closeout documents.

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 **Brian Cotton** @ bcotton@hendersoncountync.gov .