



## Henderson County Capital Projects

100 N. King St., Project Management  
Hendersonville, North Carolina 28792

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*Memorandum To: Interested Qualified Bidders*

*From: Bryan Rhodes  
HC Capital Projects Director  
Brian Cotton  
HC Capital Projects Superintendent  
Ronnie Kilby  
HC Capital Projects Project Coordinator  
Chad Dillon  
Henderson County Public Schools Director of Facilities*

*Subject: Request for Proposals:  
Atkinson Elementary HVAC Changeout Phase 2*

*Date: 5/6/2026*

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**Mandatory Pre-Bid Meeting:** **Thursday, May 21 @ 10am**  
Atkinson Elementary School  
2510 Old Kanuga Rd.  
Hendersonville, NC 28739

**Proposals are due:** **Wednesday, June 3 @ 1:00pm**  
Henderson County Government Offices  
Attention: Bryan Rhodes  
100 North King Street Project Management Suite  
Hendersonville, NC 28792

**Location of Work:** Atkinson Elementary School  
2510 Old Kanuga Rd.  
Hendersonville, NC 28739

**Last Day for Questions:** **Wednesday, May 27 @ 4:00pm.**  
Questions must be sent via email to  
Brian Cotton @ [bcotton@hendersoncountync.gov](mailto: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 Suite, Hendersonville, North Carolina 28792 until **Wednesday, June 3 @ 1:00pm.**

**\*\*\*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:

- **Replacement of Current P-Tac style HVAC units with units and materials per engineered drawings attached.**
- **Existing HVAC equipment is to stay in service until the new units are fully functional.**
- **New HVAC units to be installed in the corridor section per engineered drawings attached.**
- **Factory commission and Start-up of the units is mandatory.**
- **Factory inspection and Handover inspection with written documentation from the factory and all start up documentation is required for final payment on this project.**
- **Upon completion of the new HVAC systems in each classroom, existing HVAC units must have hot water lines capped. The caps must be soldered or pro-pressed. Any other means of isolation will not be accepted. (Please see plans for alternate #1)**
- **The wiring to each unit needs to be terminated in the nearest junction box and all existing conduit and wiring to be removed by the contractor.**
- **The recovered units are to be removed and disposed of in a legal manner.**
- **All recovered R-22 refrigerant will be returned to Henderson County Public Schools. HCPS Maintenance Department will provide the needed recovery tanks for the recovered refrigerant.**
- **Upon removal of the existing HVAC units, wall openings must be secured immediately. Temporary covers must be watertight and rodent proof upon leaving the site. Temporary covers must be secured from inside the of the building.**
- **The base bid for permanent wall enclosures will be: 8-inch block laid in the opening, waterproofed, finished and painted to match the existing finish as listed on the drawings.**
- **Interior finish of block to be flush with existing wall and painted to match the existing.**

Substantial completion date of this project is \_\_\_\_\_



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- **Liquidated damages of \$1,000 per day will be applied, per day past the date of substantial completion. Liquidated damages will be determined upon contractor performance and shall not be applied to any delays due to procurement of needed units or materials for this project.**

### **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 Atkinson Elementary HVAC changeout Phase 2. 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. **All work that must take place in classrooms must be scheduled for after school or on weekends.** End of Grade testing schedules will be provided to the awarded contractor. Contractor is to meet or exceed all requirements and specifications outlined in the RFP and Pre-bid.

The attached DPI approved drawings show phase 1 and Phase 2. Phase 1 drawings are included to show the location of needed carbon monoxide detectors throughout the project and for Contractor reference of mechanical, electrical and structural work previously completed.

**PHASE 2 drawings and the carbon monoxide detectors detailed in plans: E-101, E-102, E-103, E-104, E-105, E-106, and E-107 will be the base bid.**

### **Job Specifics:**

**Atkinson Elementary HVAC Changeout Phase 2 is to be bid by a North Carolina General Contractor. License must be included in bid package**

**Sub list and Schedule are to be included in bid package.**

Atkinson Elementary School is a fully operating school site. All work that needs to be done in a classroom space will have to be done after hours or on weekends.

Bi-Weekly reports from contractor required.

**The roof penetrations for this project must be completed by a local Carlisle Certified Roofing company. All of the roofing at Atkinson Elementary School is under warranty. All needed correspondence with the manufacture to ensure that the work for this project does not void the warranty must be documented. All roofing for this project is at the expense of the awarded contractor. Any damage that occurs from unsealed penetrations made during this project will be the responsibility of the awarded contractor.**



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**As detailed in the plans, carbon monoxide detectors must be installed and integrated into the existing fire alarm system for both phase 1 and 2. The existing fire panel is an Edwards I O panel. All work done involving the fire alarm system must be completed by a certified Edwards fire panel technician and an Edwards Fire Alarm dealer. All work done must be documented and turned in at the end of this project. All fire alarm work for this project will be at the expense of the awarded contractor.**

### **Site Conditions:**

- Awarded Contractor is mandated to provide, a Superintendent onsite, for the duration of time, while work it being performed.
- 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 protocol 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.
- 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.
- 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.
- Smoking is not permitted on the job site or the HCPS campus.
- Contractor is required to ensure all workers are wearing proper P.P.E. (Hard hat, safety glasses, gloves, Hi-vis clothing etc.) during construction and following all required OSHA guidelines.
- Any damage to walkways, pads, patios, and foliage will be the responsibility of the Contractor to repair or replace at his expense.
- All utility interruptions are to be scheduled with the Director of Facilities. This includes times which the fire notification may need to be taken offline for work.



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- 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**

TOTAL BASE BID            \$ \_\_\_\_\_

**Base Bid as specified in Engineered drawings.**

**Add alternate #1-** Removal of accessible existing hot water lines in the hallways and classrooms. All inaccessible lines to be capped using soldered or pressed caps.

Add alternate #1.            \$ \_\_\_\_\_

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.**
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. **Payment and Performance bond** for 100% of the base bid are required for proposals over \$300,000.00.
10. 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 bid.
11. Include the appropriate **MWBE affidavits** with the proposals over \$300,000.00.



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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.
5. A third-party test and balance sheet signed and in writing will be required from the HVAC Contractor for this project to be deemed complete.

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\\_conditions.15.23\\_0.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_conditions.15.23_0.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](mailto:bcotton@hendersoncountync.gov)**