



## 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 Construction Manager  
Chad Dillon  
Henderson County Public Schools Director of Facilities*

*Subject: Request for Proposals:  
Chiller Replacement*

*Date: 6/3/26*

---

**Mandatory Pre-Bid Meeting:** **Wednesday, June 17 @ 10:00am**  
Hendersonville Middle School  
825 North Whitted Street  
Hendersonville, NC 28791

**Proposals are due:** **Wednesday, July 1 @ 2:00pm**  
Henderson County Project Management  
Attention: Bryan Rhodes  
246 Education Dr.  
Flat Rock, NC 28731

**Location of Work:** Clear Creek Elementary  
737 North Clear Creek Rd.  
Hendersonville NC, 28791

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

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

**Last Day for Questions:** Wednesday, June 24 @ 4pm  
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](mailto:bcotton@hendersoncountync.gov)



## Henderson County Capital Projects

100 North King Street, Project Management

Hendersonville, North Carolina 28792

---

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 Wednesday, June 3 @ 2pm.

**\*\*Note\*\* - It is the sole responsibility of the vendor that bids reach Henderson County, by the designated date and time, indicated above.**

### Scope of Work:

- Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections for the removal and replacement of chillers at Clear Creek Elementary School, and Hendersonville Middle School. Contractor is to meet or exceed all requirements and specifications outlined in engineered drawings, RFP and Pre-bid.
- Add/alternate #1- Chiller replacement at Apple Valley Middle School. The add/alternate proposal should include a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fee, permits, and inspections.
- Existing Chillers are to be removed from the property and properly disposed of in a legal manner. This will be the responsibility of the awarded contractor.
- All recovered R-22 refrigerant will be returned to HCPS. Recovery tanks will be provided to the contractor from HCPS.
- Contractor will be required to provide a 1-year warranty on workmanship from the substantial completion date.

### GENERAL:

Work areas and equipment room to be left clean and in good condition

Contractor must submit a timeline for beginning and completion of the project.

Install all materials and equipment in accordance with manufacturer's instructions and warranty requirements. Work to be completed as outlined in engineered drawings. Any changes from provided plans must be approved by the engineer, capital projects superintendent and director of facilities.

Contractor is to obtain and pay for any and all required permits and inspections. Any deficiencies found in the installation or materials used in the installation which prevents receiving a green tag will be the Contractor's responsibility and expense to correct.

Contractor is to remove the existing units, remove the units from the premises, and disconnect piping in a way that it can be reconnected.



## Henderson County Capital Projects

100 North King Street, Project Management

Hendersonville, North Carolina 28792

---

Contractor is to reconnect to existing piping and/or replace piping in the vicinity of the unit to make the systems fully functional. New piping insulation must be installed where existing insulation is cut and piping connections are made.

Contractor will be responsible for all utility disconnections and reconnections including gas, electrical, plumbing, and fire alarm systems. This work must be done on dates approved by the director of facilities.

Work schedule limitations to be coordinated with the Henderson County Public School's Director of Facilities.

Contractor is to reintegrate existing building automation system controls to the new system with existing functionality. Henderson County and Henderson County Public Schools are currently under contract with Johnson Controls for a new control system at Hendersonville Middle School and Apple Valley Middle School. The controls system will be discussed further at the mandatory pre-bid.

Project includes legal disposal of the chillers at each site at the Contractor's expense. The contractor will not be allowed to use HCPS dumpsters. Construction dumpsters will be the responsibility of the Contractor and at the Contractor's expense. Location of the dumpster is to be determined with the Director of Facilities.

Contractor will provide traffic flaggers for any road or lane closures needed for delivery of equipment or work to be done.

Daily Cleanup of all affected work areas, paths of entry and material delivery or removal.

Any damage to buildings, walk ways, pads, patios, and foliage will be the responsibility of the Contractor to repair or replace at their expense.

Owner is to receive training on all major equipment and controls for facilities maintenance. Training will include a scheduled walk-through seminar for the owner's personnel. Explain the identification system, operation diagrams, emergency and alarm provisions, and sequencing requirements. Also explain requirements related to: seasonal provisions, security, safety and efficiency.

### 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 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.
- Work schedule for the project is to be coordinated with the Director of Facilities.



## Henderson County Capital Projects

100 North King Street, Project Management

Hendersonville, North Carolina 28792

- No work will be allowed during testing. Testing schedule will be provided to the awarded contractor.
- 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.
- 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 locations on the HCSP 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.

### 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.**
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 bid.
11. Include the appropriate **MWBE affidavits** with the proposals over \$300,000.00.

### Project will be awarded based on base bid.

Base Bid: \$ \_\_\_\_\_

Alternate: \$ \_\_\_\_\_



## Henderson County Capital Projects

100 North King Street, Project Management

Hendersonville, North Carolina 28792

---

### 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](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](mailto:bcotton@hendersoncountync.gov) .