



## Henderson County Capital Projects

100 North King Street, Project Management

Hendersonville, North Carolina 28792

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*Memorandum To: Interested Qualified Bidders*

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

*Subject: Request for Proposals:  
Boiler Replacement at Sugarloaf Elementary School*

*Date: 6/3/26*

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**Mandatory Pre-Bid Meeting:** **Wednesday, June 17 @ 1:00pm**  
Sugarloaf Elementary School  
2270 Sugarloaf Road  
Hendersonville, NC 28792

**Proposals are due:** **Wednesday, July 1 @ 3:00pm**  
Henderson County Project Management  
Attention: Bryan Rhodes  
246 Education Dr.  
Flat Rock, NC 28731

**Location of Work:** Sugarloaf Elementary School  
2270 Sugarloaf Road  
Hendersonville, NC 28792

Dana Elementary School  
690 Ridge Road  
Dana, NC 28724

**Last Day for Questions:** Wednesday, June 24 @ 4pm  
Questions 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)

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 @ 3:00pm



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**\*\*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, and inspections for the replacement of (2) Boilers at Sugarloaf Elementary. Contractor is to meet or exceed all requirements and specifications outlined in drawings, RFP and Pre-Bid.
- Add/ Alternate #1- Replacement of (2) Boilers at Dana Elementary School. This add/alternate proposal should include a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits and inspections. Contractor is to meet or exceed all requirements and specifications outlined in the drawings, RFP, and Pre-bid.
- Provide all labor and equipment to complete the removal of existing boilers and the installation of new boilers per RFP, Engineered drawings and Permit Requirements.
- New piping insulation must be installed where existing insulation is cut and piping connections are made.
- Henderson County Public Schools requires that the awarded contractor have the new boilers inspected by the North Carolina Boiler Inspector. **Final Payment will not be made until the Boiler Inspector has approved the project.**
- Contractor shall provide all labor and equipment needed to install the specified boilers.
- Contractor will be required to provide a 1-year warranty on workmanship from the substantial completion date.

### GENERAL:

Work areas to be left clean and in good condition.

Contractor is to meet or exceed all requirements and specifications outlined in the engineered drawings.

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 the provided plans must be approved by the engineer, Capital Project Superintendent, and the Director of Facilities.

Contractor is to obtain and pay for any and all required permits and inspections. This includes scheduling and passing the State boiler inspection. Any deficiencies found in the installation or



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materials used in the installation which prevents receiving a green tag from the State Boiler inspector will be the Contractor's responsibility and expense to correct.

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

Any modifications to doors or door frames for the removal of the old boilers or delivery of the new boiler will be at the Contractor's expense. If modifications are needed, the Contractor is to restore doors and door frames to existing conditions.

Contractor is to reconnect to existing piping and/or replace piping in the vicinity of the unit to make the systems fully functional.

Contractor will be responsible for all utility disconnections, reconnections including gas, electrical, plumbing, flue and fire alarm systems.

Contractor is to reintegrate the existing building automated system controls to the new boiler with existing functionality. (HC and HCPS are currently under contract with Johnson Controls INC. for a new control system at Sugarloaf Elementary School. The controls system will be discussed further at the mandatory pre-bid meeting.)

Work schedule limitations to be coordinated with the Henderson County Director of Facilities.

Project includes disposal of the boilers being replaced and debris offsite 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 system operations, diagrams, emergency and alarm provisions, and sequencing requirements.

### 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.



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- The building will be occupied. Contractors and sub-contractors are limited to the work areas associated with the work being done.
- Night and weekend work may be required for this project.
- Sugarloaf Elementary has testing which is required by the State and there may be times that noise from machines, power drills and saws and welders may not be allowed. Coordination of these times will be discussed during construction meetings. A schedule of testing will be provided to the contractor before the start of the job.
- Contractor must provide proper ventilation when welding inside the boiler/equipment room.
- Appropriate measures must be taken to prevent welding fumes from entering the building.
- 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.
- 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.
- 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 welding.
- The contractor will be responsible for permitting and scheduling of inspections.
- Smoking is not permitted on the job site.
- OSHA required safety precautions are must be maintained at all times.
- Communications 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 weapon as defined by G.S 14-284.1.
- All workers are required to wear proper work attire.

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

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

**Add/Alternate 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.



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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.

### 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, and 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) .