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Signed Forms



PROPOSAL FORM
Duct Cleaning and Restoration at the Durham County Detention Center

RFP No. 25-027

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the County of Durham.

TOTAL PROPOSED COST

\$ 448,250.00

Four hundred forty eight thousand two hundred fifty dollars

(Total Proposed Cost in Writing)

The above Total Proposed Cost should be based on being awarded the entire project.

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: 3/6/2025

Authorized Signature:

Name

General Manager

Title

BMS CAT

Firm Name

Attachment C

ADDENDUM ACKNOWLEDGEMENT

Duct Cleaning and Restoration at the Durham County Detention Center

RFP No. 25-027

Receipt of the following Addendum is acknowledged:

Addendum no. 1 Date 02/24/2025

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Signature:  Date: 03/06/2025

BMS CAT

Name of Firm

Attachment D

NON-COLLUSION AFFIDAVIT

State of North Carolina
County of Durham

Rudolph Tietje, being first duly sworn, deposes and says that:

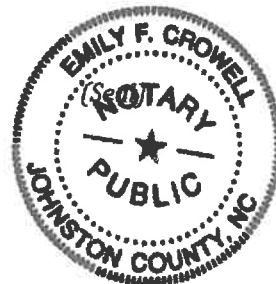
1. He/She is the General Manager of BMS CAT the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a **collusive** or **sham** Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a **collusive** or **sham** Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Durham or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.


Signature of Proposer

3-6-2025
Date

Subscribed and sworn before me,
this 6 day of March 2025


Notary Public



Notary Public Emily F. Crowell
My Commission Expires: 11/27/27

Attachment F

AFFIDAVIT OF COMPLIANCE

**STATE OF NORTH CAROLINA
COUNTY OF DURHAM**

**AFFIDAVIT OF COMPLIANCE
with N.C. E-Verify Statutes**

I, Rudolph Tietje (hereinafter the "Affiant"), being duly authorized by and on behalf of
BMS CAT (hereinafter "Contractor") after first being duly sworn hereby swears or
affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes; and
2. Contractor understands that an "Employer", as defined in NCGS§64-25(4), is required by law to use E-Verify to verify the work authorization of its employees through E-Verify in accordance with NCGS§64-26(a). The term "Employer" does not include State agencies, counties, municipalities, or other governmental bodies.
3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in the state of North Carolina. (mark Yes or No)
 - a. YES X
 - b. NO
4. Contractor will ensure compliance with E-Verify to the extent applicable and will ensure compliance by any subcontractors subsequently hired by Contractor to perform work under Contractor's contract with Durham County.

This 6 day of MARCH, 2025

[Signature]
Signature of Affiant

Print or Type Name: _____

State of NC

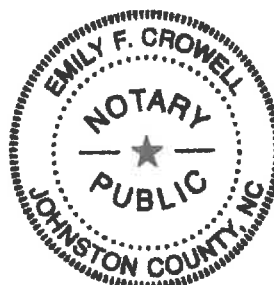
County of Wake

Signed and sworn to (or affirmed) before me, this the 6
day of MARCH, 2025

My Commission Expires:

Emily Crowell 11/27/27

(Affix Official/Notarial Seal)



Attachment G

VENDOR APPLICATION & W-9



VENDOR APPLICATION

IT IS CRITICAL TO THE COUNTY THAT YOU COMPLETE ALL DATA - PLEASE PRINT OR TYPE
(A W-9 FORM IS REQUIRED AND MUST BE SUBMITTED WITH THIS FORM)

1. Vendor Name: BMS CAT

Do you require a 1099? Yes ☐ No ☒

2. Mailing address for payments:

11 Rupert Road, Raleigh, NC 27603

3. Mailing address for purchase orders, proposals and bids:

11 Rupert Road, Raleigh, NC 27603

4. Contact Person Rudolph Tietje

Phone #: 919-455-6837

Email: rtietje@bmsmanagement.com

Fax #: _____

5. In what City and State is your firm licensed? Raleigh, North Carolina

If licensed in NC, indicate County (for tax purposes) Wake

Individual Partnership ☐ Corporation ☒ Governmental Agency ☐ Other ☐

6. Is your firm a large business? Yes ☒ No ☐

7. Is your firm a small business? Yes ☐ No ☒

8. Is your firm 51 percent or more owned and operated by a woman? Yes ☐ No ☒

If yes, with what governmental agencies are you certified? _____

9. Is your firm 51 percent or more owned and operated by a minority? Yes ☐ No ☒

10. If yes, with what governmental agencies are you certified? _____

11. Identify appropriate minority group:

Black American ☒ Native American ☐ Hispanic ☐ Asian/Pacific ☐ Asian Indian ☐

12. Is your firm incorporated? Yes ☒ No ☐

13. Is your firm a not-for-profit concern? Yes ☐ No ☒

14. Is your firm a handicapped business concern? Yes ☐ No ☒

15. Give a brief description of goods or services your firm provides:

Fire and water restoration that include duct cleaning, inspections and rebuild of structures.

Signature: Rudolph Tietje

Title: General Manager

Print name: Rudolph Tietje

Date: 03/06/2025

If you have any questions concerning this form, email Durham County Purchasing Division at purchasinggroup@dconc.gov

NOTICE TO THE BIDDERS/PROPOSERS

Please return this Vendor Application and W-9 along with your Bid Proposal packet.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

BMS CAT OF NORTH CAROLINA, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

5718 AIRPORT FREEWAY

6 City, state, and ZIP code

HALTOM CITY, TX 76117

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

-

or

Employer identification number

8 4 - 3 9 2 3 4 7 8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person

Date

1/7/25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Attachment E

MWBE FORMS

(Affidavits A-D and Appendix E)

Affidavit C**ATTACH TO BID - IF YOU HAVE MWBE PARTICIPATION****State of North Carolina AFFIDAVIT C - Portion of the Work to be Performed by Minority Firms****COUNTY OF DURHAM**

Durham County Goals for MWBE Participation in the Procurement of Goods, Services and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal =					25.0%

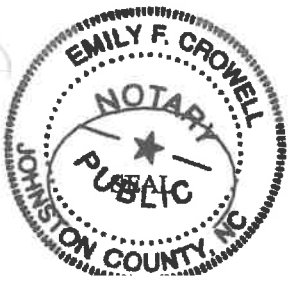
Affidavit of BMS CAT I do hereby certify that on the
(Name of Bidder)Duct Cleaning and Restoration at the Durham County Detention Center
(Project Name)Project ID No. RFP No. 25-027 Amount of Bid \$ 448,250.00I will expend a minimum of 0 % of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

Firm Name (Street Address/Zip/Telephone)	*Minority Category	Work Description	Dollar Value	Percentage of Goal

***Minority categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F)**

Pursuant to GS 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 3-6-2025 Name of Authorized Officer: Rudolph TiedjeSignature: [Signature]Title: 3-6-2025State of North Carolina, County of WakeSubscribed and sworn to before me this 6 day of March 2025Notary Public: Emily F. Crowell 1127127
Emily F. Crowell, Notary Public

Affidavit B

ATTACH TO BID - IF YOU ARE NOT UTILIZING SUBCONTRACTORS

State of North Carolina AFFIDAVIT B - Intent to Perform Contract with Own Workforce

COUNTY OF DURHAM

Affidavit of BMS CAT
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for
the Duct Cleaning and Restoration at the Durham County Detention Center RFP NO. 25-027 contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: 3-6-2025
Name of Authorized Officer: Rudolph Tietjen
Signature: [Signature]
Title: General Manager



State of North Carolina, County of Wake
Subscribed and sworn to before me this 6 day of March 2025
Notary Public Emily F. Crowell
My commission expires 11/27/27

Affidavit A

ATTACH TO BID

State of North Carolina AFFIDAVIT A - List of the Good Faith Effort

COUNTY OF DURHAM

Affidavit of BMS CAT

(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:
(A minimum of 5 areas must be checked in order to have achieved a "good faith effort")



1-Contacted minority businesses that reasonably could have expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.



2-Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.



3-Broken down or combined elements of work into economically feasible units to facilitate minority participation.



4-Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority business.



5-Attended pre-bid meetings scheduled by the public owner.



6-Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.



7-Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.



8-Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the Bidder's suppliers in order to help minority businesses in establishing credit.



9-Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.



10-Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cashflow demands.

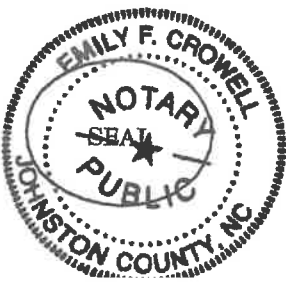
In accordance with GS 143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 3-6-25 Name of Authorized Officer: Rudolph T. Chen

Signature: [Signature]

Title: General Manager



State of North Carolina, County of Wake

Subscribed and sworn to before me this 6 day of March 2025

Notary Public Emily F. Crowell

My commission expires 11/27/27



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Executive Summary



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EXECUTIVE SUMMARY

Summary of Proposer's Understanding of the Scope of Services & Unique Strengths of the Proposal

BMS CAT understands the comprehensive scope of work outlined in this RFP and is fully prepared to deliver a high-quality, turnkey HVAC and air duct cleaning service that meets or exceeds all industry, national, and environmental standards. Our approach ensures compliance with all safety protocols, security measures, and coordination requirements necessary to complete the work efficiently and with minimal disruption to facility operations.

Understanding of Scope of Services

We recognize that the project requires specialized cleaning of HVAC components, including:

- **Cleaning 7 air handlers and 2 make-up air units**, ensuring optimal performance and efficiency.
- **Cleaning all facility ductwork**, including supply and return ducts, smoke evacuation ducts, dryer vents, and exhaust systems, to improve indoor air quality and airflow.
- **Cleaning approximately 215 VAV boxes**, addressing coils, dampers, drain pans, and all associated components.
- **Removing dust, microbial growth, mold, and grime** from all applicable systems to maintain a healthy facility environment.

Additionally, we acknowledge the project's unique **security requirements** due to the facility's operations. Our team is fully prepared to comply with:

- **Lock Out Tag Out (LOTO) procedures** to ensure a safe work environment.
- **Strict security protocols**, including tool and equipment inventory tracking, escorted movement within the facility, and adherence to no-contact policies with detainees.
- **Use of low-V.O.C. cleaning products** to prevent disruptions to facility occupants.
- **Containment systems** where necessary to ensure controlled and compliant cleaning procedures.

Unique Strengths of Our Proposal

BMS CAT brings several key advantages to this project:

1. **Extensive HVAC Cleaning Expertise** – With decades of experience in air duct and HVAC system cleaning, we utilize industry-leading techniques and equipment to ensure thorough decontamination and optimal system performance.
2. **Commitment to Safety & Compliance** – Our team is highly trained in OSHA standards, EPA guidelines, and all applicable industry regulations, ensuring all cleaning is performed with precision and adherence to safety measures.



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Corporate Overview



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CORPORATE OVERVIEW

For over 65 years, Blackmon Mooring & BMS CAT have been the trusted leaders in cleaning and restoring homes and businesses. We have built our reputation on expertise, reliability, and a commitment to getting the job done right. Beyond just the work itself, we prioritize the customer experience, ensuring every project is handled with care and professionalism.

Founded in 1948 as a furniture and dye shop, Blackmon Mooring has grown into a leader in specialized cleaning services—including HVAC and air duct cleaning, carpet cleaning, and fire and water restoration. From the beginning, our company was built on reliability, quality, and superior customer service. In 1981, we expanded our reach globally with the addition of the BMS CAT division, responding to some of the world's most devastating disasters and helping businesses recover efficiently.

A properly maintained HVAC system is crucial for indoor air quality and energy efficiency. Over time, dust, debris, mold, and contaminants can build up within air ducts and ventilation systems, reducing performance and increasing health risks. At BMS CAT, our expert technicians use advanced equipment and proven cleaning methods to remove these contaminants, improving airflow and enhancing the overall air quality of your facility. Whether for routine maintenance or post-disaster restoration, our HVAC and air duct cleaning services help ensure a clean, healthy environment for your home or business.

Today, we continue to follow the same principles we were founded upon: quality work, exceptional service, and a dedication to customer satisfaction. We go above and beyond to deliver results you can trust because, at the end of the day, our reputation depends on it.



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Approach

BMS CAT

SCOPE OF WORK

PREPARED BY

Colin Trudo
General Manager
March 5, 2025

PREPARED FOR

Durham County Detention Center
201 East Mangum Street
Durham, NC 27701

RFP No: 25-027



OVERVIEW

Durham County Detention Center, located in Durham County, North Carolina ("Customer"), has a mechanical system that services approximately 290,919 square feet of conditioned space. BMS CAT of North Carolina is submitting this Scope of Work and Proposal in response to RFP No. 25-027. The Customer is requesting firms provide duct, VAV, and air handling cleaning and restoration at the County Detention Center.

DISCUSSION

BMS CAT attended the site visit on February 13, 2025, to walk the facility and was provided with HVAC mechanical prints on the same day. Seven air handlers and two make-up air units service this facility. This scope of work involves cleaning all facility ducts, including the supply and return duct, relief air duct, smoke duct, dryer vents, plenum boxes, and exhaust duct.

SCOPE OF WORK

HVAC CLEANING & RESTORATION

Visual inspection of the HVAC system components is the first step in the cleaning process. The intent of the inspection is to assess the cleanliness of the overall HVAC system. Cleanliness is defined by the presence of dirt, obstructions, excess moisture, and microbial and biological contamination that may affect system performance or occupant health and comfort. After contaminants within the system have been confirmed, engineering controls will be designed to ensure building occupant and worker safety and health. This will also be completed to prevent cross-contamination during the cleaning process. Engineering controls include, but are not limited to:

- source control
- isolation barriers
- pressure differentials
- dust suppression methods
- HEPA-vacuuming and filtration
- detailed cleaning
- temperature and humidity control
- sanitary approach

Specific engineering controls that will be followed during any HVAC inspection or cleaning activity include:

- **Vacuum Equipment Exhausting Indoors:** When using vacuum collection equipment that is exhausting within the building envelope, HEPA filtration shall be utilized with 99.97% collection efficiency at 0.3 micron particle size.
- **Negative Pressure Requirements:** Continuous negative pressure will be maintained in the portion of the HVAC system being cleaned relative to the surrounding indoor spaces. Negative pressure will be sufficient to prevent the migration of any particulate material out of the HVAC system.

- **Handling of Contaminated Materials:** To prevent cross-contamination, all contaminated materials removed from the HVAC system will be properly contained prior to removal from the building. Materials deemed hazardous by governmental agencies will be handled strictly with any applicable local, regional or national codes.
- **Ambient Air Cleaning:** HEPA-filtered air scrubbers will be a supplemental engineering control for particle reduction, during and immediately after HVAC cleaning and restoration work.
- **Administrative Controls:** Facility occupants should not be present in the immediate area as cleaning is being conducted. This can especially be true when dealing with occupants with compromised immune systems. Occupants may need to be relocated during the cleaning, or cleaning may need to be scheduled at a time when the building occupancy is the lowest. An example of this would be scheduling the work after hours or on weekends if needed.

AIR HANDLER CLEANING

All components within the airstream of the Air-Handling Unit (AHU) will be cleaned as stated in this scope of work. The air-handling coil, fans, condensate pans, drains and similar non-porous surfaces will be cleaned using contact vacuuming and mechanical methods. All porous surfaces will be cleaned using contact vacuuming or other appropriate source removal methods. Wet cleaning methods may be utilized on metal or non-porous surfaces. When using wet cleaning methods, water extraction will be performed as necessary to control and collect debris, and prevent water damage to the HVAC components and surrounding equipment structure. An EPA-registered disinfectant may be used within the AHU, as necessary. All disinfectants applied within the AHU must be applied in strict accordance with the manufacturer's product label.

A visual inspection of the coil and drain pan will be conducted prior to the coil's cleaning. As accessible, coil cleaning will be performed on both the upstream and downstream sides of the coils. Based on the information from the initial inspection, either Type 1 or Type 2 cleaning will be performed.

Type 1 Coil Cleaning (Dry Cleaning): Type 1 methods of coil cleaning will be used for removing loose dust, dirt or debris collected upon coil surfaces. Physical removal of debris can be accomplished through a variety of methods which may include:

- HEPA-filtered contact vacuuming
- Brushes for penetrating between coil fins
- Compressed air

Type 2 Coil Cleaning (Wet Cleaning): Type 2 cleaning methods are appropriate for removing adhered debris or biofilm on all coils, drain pan and drain line surfaces. Type 2 cleaning will be performed after non-adhered substance has been removed, and may include the following methods:

- Application of alkaline-based coil cleaning products
- Water washing at normal water line pressure
- Pressure washing equipment

The condensate drain pan and drain line will be cleaned and flushed, and the condensate drain pan will be inspected to verify proper drainage operation before and after cleaning. Coils will be cleaned with an alkaline-based coil cleaner or other cleaning solution with a pH as close to neutral as appropriate. Acid coil cleaning products will not be used within the air stream of any HVAC system. Cleaning methods and products will be used so as not to cause damage to or erosion of the coil surface or fins, and they will conform to manufacturer recommendations when available.

AIR DUCT CLEANING

Source removal is the only acceptable method of cleaning air ducts. Nationally recognized standards and guidelines for duct cleaning will be followed to ensure the HVAC system is assessed and cleaned in a safe and efficient manner. Below are several of the key guidelines that will be followed during the cleaning process:

- **Negative Duct Pressurization:** Prior to and throughout the duration of the cleaning process, the HVAC system and associated air duct will be kept at an appropriate negative pressure differential relative to the indoor non-work area. This negative pressure differential will be maintained between the portion of the cleaned HVAC duct system and surrounding indoor occupant spaces. When utilizing vacuum collection equipment exhausting indoors, all equipment will be HEPA-filtered and be capable of retaining dislodged debris.
- **Air Duct Cleaning:** Air ducts will be cleaned to remove all non-adhered substances and be capable of passing visual and cleanliness verification tests. Air ducts will be accessed through service openings in the system that are large enough to accommodate mechanical cleaning procedures and allow for cleanliness verification. All air ducts will be cleaned using contact vacuuming or mechanical agitation methods to remove particulate, debris, and surface contamination. Dislodged substances will be captured with a vacuum collection device.
- **Dampers:** Dampers and any air-directional mechanical devices will have their position marked before cleaning and be restored to their marked position after cleaning.
- **Registers, Grilles, and Diffusers:** If possible, all registers, grilles, diffusers, and other air distribution devices will be removed, properly cleaned, and restored to their previous position.
- **Mixing Boxes, VAV Boxes, and other Zoning Equipment:** Mixing boxes, VAVs, and other zoning equipment will be accessed and cleaned using contact vacuuming, agitation devices, or other appropriate cleaning methods.
- **Fibrous Glass Duct System Components:** Fibrous glass duct liner or duct board present in equipment or air ducts will be cleaned using contact vacuuming techniques or mechanical agitation methods to remove particulate, debris, and surface contamination. Mechanical cleaning methods that do not create abrasions, breaks, or tears to fibrous glass liner or duct board surfaces will be selected.

SERVICE OPENINGS & ACCESS PANELS

Service openings, or access panels, will be installed as required to perform assessment and cleaning procedures. Service openings installed in the system will be sealed after cleaning.

structural, thermal, or functional integrity. Service opening construction materials and methods will be in compliance with industry standards and local codes, using materials acceptable under those standards.

Service openings will be cut as required using cold-cutting methods and hand-operated power tools. Materials used in the fabrication of duct access doors and permanent panels comply with applicable UL, SMACNA, and NFPA standards, as well as local, regional, and state codes.

SURFACE TREATMENTS

A surface treatment is a chemical product applied to the interior surface of an HVAC system. Several different types of surface treatments are available, including antimicrobials. These surface treatments are applied as required.

Antimicrobials: The major use of antimicrobials in the HVAC system inhibits microbial growth on hard surfaces, specifically, on internal components such as air handlers, fans, and duct interiors. Disinfectant products may be used on coils, drain pans, and other parts within the air handler. Currently, the EPA has not accepted any disinfectant, sanitizer or fungicidal products for use in the ductwork of HVAC systems. All chemicals and products used within the HVAC system will comply with EPA, UL, SMACNA and NFPA standards and local, regional and state codes. Products will also only be used and applied with strict adherence to the manufacturer's product label instructions.

EQUIPMENT

1. Negative air machine
2. Air washing equipment
3. Max Vac (HEPA-vacuum)
4. IES Compressed Spray System
5. Duct auger
6. Low pressure power washer <1500psi
7. Industrial airless spray equipment
8. Duct access and cutting equipment
9. Additional equipment may be used as necessary

Note: All chemicals and products used within the HVAC system will comply with EPA, UL, SMACNA and NFPA standards, as well as local, regional and state codes.

SCHEDULES & TIMELINES

BMS CAT anticipates starting this project after June 30, 2025. Working hours will be Monday through Friday from 7:30 a.m. to 4:30 p.m. Before proceeding, a county representative will approve overtime and weekend work.

The above scope is projected to take 10 weeks. The schedule is set to allow the facility to clear areas to allow BMS CAT employees full access to the area they are working in. The crew will consist of one project coordinator, one on-site project manager, and eight cleaning technicians.

HEALTH & SAFETY

1. BMS CAT employees will be familiar with and adhere to all appropriate OSHA and NIOSH safety procedures, including those regarding working conditions, power equipment, and safety equipment.
2. Lock-out/Tag-out procedures will be used on any equipment that is energized during the project.
3. All chemicals shall be stored and applied in accordance with manufacturer's product labeling.

SPECIAL POINTS

- Customer will be responsible for providing adequate power, lighting and water for the duration of the project.
- BMS CAT cannot be held responsible for recontamination supply air ducts and/or mechanical units due to filter maintenance, improper air mixture, contaminated dead air space and/or construction dust.
- BMS CAT is a NADCA (National Air Duct Cleaners Association) Member and recognizes NADCA Standard ACR 2021. This standard addresses the mechanical cleaning of air conveyance systems.
- BMS CAT will provide all equipment, material, associated parts and tools to perform this scope of work.
- The customer is responsible for notifying appropriate parties that the HVAC system will be serviced and for disconnecting or placing the smoke and/or fire alarms in test mode during the inspection, cleaning, and restoration process.
- Repairs and/or replacement of damaged HVAC components are not included in this scope of work. Issues found during the cleaning process will be noted in reports for the specific system being serviced.
- All aspects of the Statement of Work will always be followed.

PRICING

Pricing consideration has been given to the above-mentioned scope of work, appropriate crew structure, and equipment needed.

HVAC System Cleaning	\$383,250.00
Repair Allowance*	\$ 65,000.00

Total Project	\$ 448,250.00
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- * *If access through drywall, masonry block, or other building materials is required, the table below will provide the cost for material removal and repairs. A separate line for repairs is included in this proposal, with an allowance to be billed against as required.*

Work Items	Unit	Add/Deduct
Demo Masonry surface	S.F.	7.00
Masonry Blocks 8x8x16	Each	15.00
Masonry Block 10x8x16	Each	25.00
Masonry Block 12x8x16	Each	30.00
Masonry Block Unit replacement 8x8x16	Each	20.00
Masonry Block Unit replacement 10x8x16	Each	20.00
Masonry Block Unit replacement 12x8x16	Each	20.00
Drywall demolition	S.F.	25.00
Drywall Repair	S.F.	30.00
Painting	S.F.	10.00
Ceiling demolition (tile only)	S.F.	20.00
Ceiling demolition (tile only)	S.F.	30.00

As required by law, all applicable local, state, and federal taxes and required permits will be applied and invoiced in addition to the amounts stated above. Progress invoices will be provided throughout the work, as applicable.

Payment terms for all invoices will be net 30 days from the invoice date.

CONCLUSION

On behalf of BMS CAT, I would like to thank you for the opportunity to submit this proposal. If you have any questions, or require additional information, please do not hesitate to contact me at 817-235-8915.

Respectfully submitted,

Colin Trudo
General Manager
BMS CAT of North Carolina



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Organization and Staffing



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ORGANIZATION AND STAFFING

Project Management & Support

BMS CAT will provide a Project Management team that consists of 1 Project Coordinator, 1 Project Manager, 3-5 Restoration Supervisors and local temporary labor at a 1-8 Supervisor to Laborer ratio.

i. PROJECT COORDINATOR (PIC)

Responsibilities of the Project Director include communication with Durham County representatives throughout the project as well as to oversee the entire project management and job flow. The Project Coordinator will execute all contracts, set the preliminary job scope and flow, as well as insure proper staffing of BMS Personnel.

ii. PROJECT MANAGER (PM)

Responsibilities of the Project Manager include the daily communication with the facility during the completion of the job scope and to direct the management of the entire project as set forth by the Project Director. BMS Cat's Project Manager will meet with Durham County representatives daily to ensure time frames are met and successful execution of the project scope is achieved.

iii. GENERAL RESTORATION SUPERVISOR – (GRS)

Responsibilities of the Restoration Supervisor are to assist in the daily completion of the project. Restoration Supervisors will either complete the daily workload individually or assist in the management and supervision of general labor. These supervisor are trained in HVAC cleaning and safety protocols to ensure the project is completed properly.

iv. GENERAL CLEANING LABOR – (GCL)

Responsibilities of the General Cleaning Labor are to assist in the completion of daily cleaning activities. These individuals are under the direction of the Restoration Supervisor and are employed through a BMS CAT Labor Broker. At this time the exact number of General Cleaning Labor needed on a daily basis is unknown. The requirements will change each day as the scope of work progresses. For purposes of bidding this project General Cleaning Labor is projected to be 2-5 per shift.



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Qualifications and Experience



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QUALIFICATION AND EXPERIENCE

BMS CAT has an extensive history of providing high-quality HVAC and air duct cleaning services for critical facilities, including secure environments, medical centers, and large-scale commercial buildings. With over 65 years of experience in cleaning and restoration, we have successfully executed HVAC cleaning projects that align with the complexity and security requirements outlined in this RFP.

Our expertise includes cleaning air handling units, ductwork, and ventilation systems to improve indoor air quality, energy efficiency, and compliance with regulatory standards. We have consistently delivered turnkey solutions, ensuring safe and effective execution while minimizing disruption to facility operations.

- **Proven Track Record in Secure & Critical Environments** – We have successfully completed HVAC cleaning in government buildings, medical centers, corporate headquarters, and correctional facilities, demonstrating our ability to handle complex, high-security projects.
- **Certified & Experienced Personnel** – Our technicians are fully certified in industry standards (NADCA, OSHA, EPA) and experienced in working within secure, high-traffic environments while maintaining strict compliance with safety and facility protocols.
- **Compliance with LOTO & Safety Regulations** – BMS CAT has extensive experience implementing Lock Out Tag Out (LOTO) procedures to ensure a safe work environment when servicing HVAC systems.
- **Specialized Containment & Low-VOC Solutions** – We have worked extensively in occupied buildings, ensuring that cleaning procedures do not disrupt facility operations or compromise indoor air quality.
- **Commitment to Quality & Warranty** – Our work is fully guaranteed for one year, ensuring our clients receive long-term performance and reliability from their HVAC systems.

With our deep expertise, strong industry reputation, and history of successful project execution, BMS CAT is fully capable of delivering exceptional results for this contract. We are confident that our specialized experience and commitment to quality will meet and exceed the expectations outlined in the RFP.

Relevant Experience

The Budd Group

Contact: Jeff Atkinson

Telephone: (980) 355-2719

BMS CAT has an ongoing and expanding partnership with **The Budd Group**, a leading facility management provider, to deliver comprehensive HVAC system services across North Carolina. In 2024, our team completed \$242,000 in specialized cleaning and restoration of HVAC units, and ductwork, with a heavy focus on servicing hospitals and healthcare facilities throughout the state. Our work ensured compliance with stringent air quality regulations, enhanced energy efficiency, and contributed to a healthier environment for patients, staff, and visitors.

Due to our exceptional performance, attention to detail, and ability to work efficiently within operational medical facilities, The Budd Group awarded BMS CAT additional **projects in 2025, totaling \$681,000**. This increase reflects both the trust and confidence The Budd Group has in our ability to execute large-scale HVAC cleaning projects with minimal disruption to facility operations.

Colin R. Trudo

(817) 235-8915 • ctrudo@bmecat.com

SUMMARY

An inspirational and experienced director with a proven track record of success. A sales and management style that emphasizes customer service and long-term relationship building to drive sales and profits. 24 years of experience in all aspects of restoration and management; including sales, project management, construction, and training.

HIGHLIGHTS

- ◆ Team Leadership
- ◆ Customer Service
- ◆ Sales Training
- ◆ Process Implementation
- ◆ Strategic Planning
- ◆ Staff Development
- ◆ Quality Assurance
- ◆ Goal Oriented
- ◆ Policy design



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EXPERIENCES

Blackmon Mooring & BMS CAT

January 2016 – Present

- *General Manager – BMS CAT Charlotte*
- *Director of Marketing*
- *Director of Organizational Development*
- *Consumer Services Division Manager*
- ◆ Responsible for HVAC cleaning and restoration services across all company owned stores. This includes inspections, estimating, performance and technical assistance.
- ◆ Responsible for company marketing associated with branding and consistency throughout the company. Including company-marketing materials, websites, television advertising and other paid media.
- ◆ Created training programs for all levels of employees for personal and professional development.
- ◆ Managed the local BMS CAT branch in Charlotte, NC. Responsible for sales, marketing and operations for residential and commercial restoration services.

Steamatic of Dallas Fort Worth

August 2012 – March 2015

General Manager

- ◆ Effectively trained employees in sales, estimating, project management, and daily operation procedures. With a heavy emphasis on HVAC cleaning and restoration.
- ◆ Designed policies and procedures to substantially increase communication and performance efficiencies.
- ◆ Managed all aspects of running a franchise, including sales, marketing, operations and administration.

Way Construction Services, Inc.

September 2009 – August 2012

Mitigation Manager, Sales Representative/Estimator

- ◆ Top sales representative for 2010 resulting in \$2.2 million in annual sales revenue.
- ◆ Started mitigation, cleaning and packout division that included writing business plan & protocols, marketing, purchase of equipment, and training of employees that resulted in over \$300,000 of revenue in first 6 months.
- ◆ Member of High-Net-Worth Team dealing with restoration and construction of multi-million dollar residential properties.
- ◆ Responsible for project management, selections and collections.

Blackmon Mooring

December 2001 – January 2009

Sales Representative/Project Coordinator

- ◆ Outside sales position responsible for generating revenue through marketing and referral leads.
- ◆ Develop and maintain relationships with insurance agents, adjusters, and facility managers in order to generate revenue opportunities.
- ◆ Responsible for managing projects and communication between all involved parties.

LICENSES & CERTIFICATIONS

- **IICRC (*Institute of Inspection, Cleaning and Restoration Certification*)**
 - Master Water Restorer
 - Master Fire & Smoke Restorer
 - Journeyman Textile Cleaner



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- **IAQA/ACA (*Indoor Air Quality Association*)**
 - CMRS – Certified Microbial Remediator Supervisor
- **NADCA (*National Air Duct Cleaning Association*)**
 - ASCS – Air System Cleaning Specialist
 - ASCS – NADCA Instructor
 - CVI – Certified Ventilation Inspector
- **OSHA (*Occupational Safety and Health Administration*)**
 - OSHA 10 hour – General Industries
 - OSHA 30 hour – Construction Training
 - OSHA 500 – Authorized Construction Trainer
 - OSHA 501 – Authorized General Industries Trainer
 - Specialist in Safety & Health – General Industries
 - Specialist in Safety & Health – Construction Industry
- **State of Texas**
 - Texas HVAC License – Environmental & Refrigeration
 - Texas Mold Remediation Contractor License
- **Xactimate**
 - Xactimate 28 Certification – Level 3
 - Xactimate Affiliate Trainer

EDUCATION

Texas Christian University

Bachelor of Business Administration
Dual Major: Marketing and Finance

December 1998



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MWBE Participation



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MWBE Participation Plan

Duct Cleaning and Restoration at the Durham County Detention Center

RFP NO. 25-027

Statement

Due to the nature and secure environment, the work needs to be done. BMB CAT intends to perform all work in-house utilizing existing staff and does not plan to partner or subcontract any of the work. If in the event we did employ subcontractors, we would ensure that our company establishes and implements business practices and procedures to foster and grow small businesses.

Mission Statement

To ensure MWBEs are given the maximum opportunity to participate in the Duct Cleaning and Restoration at the Durham County Detention Center, RFP No. 25-027 project. This will be accomplished by normal business practices, outreach, mentoring and by sub-consulting our normally self-performed work items.

Authority

The BMS CAT project manager shall have authority and responsibility to implement and monitor the duties and obligation of the plan.

Strategic Approach

If our firm engages with subcontractors, we will ensure maximum participation from MWBE firms. BMS CAT will call, mail, and fax MWBEs & ask them to participate on this project, giving the firms adequate time (5 – 7 days business days) and information to respond.

Staff Training

The project manager will communicate the policy and procedures to all relevant staff and identify if training is necessary. who may need this training and on what topics.

Monitoring

The project manager will be responsible for all monitoring and ensuring prompt payment to all sub-Contractors.

Disputes

The project manager will manage all disputes according to regulations under the state of North Carolina and the City of Durham.

Changes

The Project manager shall change is subcontractor qualifications forms and similar document to allow for the maximum number of MWBE participants.

Date 3 / 6 / 25


General Manager/BMS CAT



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Conflict of Interest



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BMS CAT does not have any conflicts of interest with it's firm or employees for proposing or performing the work and or contract for the Duct Cleaning and Restoration at the Durham County Detention Center, RFP NO. 25-027.