



**Henderson County Government**  
**RFP: Manufactured Home Removal**

**Date of Issue: May 9, 2024**

**Due Date: May 22, 2024, at 3:00PM EST**

**Direct all inquiries concerning this ITB to:**

**Doug Guffey**

**Purchasing Agent**

**Phone: 828-694-5023**

**Email: [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)**

# PROPOSAL FORM

## **GENERAL**

Pursuant to the General Statutes of North Carolina and Henderson County policy, proposals, subject to the conditions and specifications herein, are invited for demolition services. Proposals may be submitted via email to [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov) or via mail to the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792. Proposals will be due on May 22, 2024, at 3:00PM EST.

## **PRICING**

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that they will furnish the demolition services called for in the manner prescribed in the specifications and instructions to bidders for the following price:

Description	Cost Per Unit
<b>DEMOLITION COST FOR UP TO 14 UNITS (Includes Tipping Fees up to 10,000 lbs.)</b>	

The cost per unit shall be **inclusive** of all applicable fees, permits, and taxes.

## **OFFER AND ACCEPTANCE**

Henderson County seeks offers for the services described in this solicitation. The County's acceptance of any offer must be demonstrated by execution of the acceptance found below. Acceptance shall create a contract having an order of precedence as follows: In cases of conflict between documents comprising the contract, the order of precedence shall be (1) special terms and conditions specific to this ITB/RFP, (2) specifications and requirements under the Instruction to Bidders, (3) Henderson County Terms and Conditions of this ITB/RFP, and (4) the agreed portions of the awarded Vendor's offer. **No contract shall be binding on the County until an encumbrance of funds and preaudit has been made for payment of the sums due under the contract.**

## **EXECUTION**

In compliance with this Invitation for Bid/Request for Proposals, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all services or goods upon which prices are offered, at the price(s) offered herein, within the time specified herein. By executing this offer, I certify that this offer is submitted competitively and without collusion.

**Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers will not be accepted.**

OFFEROR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY, STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO
PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:

Offer valid for ninety (90), days from date of offer opening unless otherwise stated here: \_\_\_\_ days.

**ACCEPTANCE OF OFFER**

If any or all parts of this ITB/RFQ are accepted, an authorized representative of Henderson County shall affix their signature hereto. A copy of this acceptance will be forwarded to the successful vendor(s).

**FOR COUNTY USE ONLY**

*Offer accepted and contract awarded pursuant to Purchase or Contract Order number \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as indicated on attached certification,*

*by \_\_\_\_\_ (Authorized representative of Henderson County).*

This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act. N.C.G.S. 159-28(a).

\_\_\_\_\_

Henderson County Finance Director

**Proposal Checklist**

- Be aware of the proposal opening date and time as indicated on the first page of this proposal.
- All signatures must be by a company officer or agent who is authorized to enter into and sign proposal documents.
- Have you read and understood the “Terms and Conditions” and the requirements contain with the RFP for submitting a proposal?
- Have you read and do you completely understand all the scope of work of this RFP?
- Have you submitted the requested number of copies of your proposal and included all the requested literature and specifications?
- If an addendum to the specifications was issued, has it been signed and returned with this proposal?
- Have you enclosed statements explaining any exceptions made to the scope of work?
- Have you included executed copies of the attachments?
- Have you included a Certificate of Insurance with minimum limits provided herein naming Henderson County as additionally insured?

**Section 1: Overview**

Henderson County has dedicated funding to assist citizens in the removal of uninhabitable manufactured homes. This request for proposals will allow contractors to bid on demolishing these homes on behalf of Henderson County. These homes will not be able to be transported and must be demolished on site. The process requires equipment to demolish the home and transport the materials to the appropriate destinations as well as adequate labor.

**Section 2: RFP Schedule**

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern standard times.

Action	Time	Date
RFP issued	5:00 PM	May 9, 2024
Deadline for Questions	5:00 PM	May 16, 2024
County Responses	5:00 PM	May 17, 2024
RFP Due	3:00 PM	May 22, 2024

**Section 3: RFP Contact**

Any and all questions, concerns, and requests for additional information, shall be directed to the Henderson County Finance Department to the attention of the Lead Purchasing Agent:

Doug Guffey  
[hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)

**Section 4: Bidder Questions**

It shall be the bidder’s responsibility to read the Instructions, Henderson County’s terms and conditions, all relevant exhibits and attachments, and any other components made as a part of this RFP and comply with all requirements and the scope of work contained herein. Bidders also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Bidders have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions pursuant to Section 2: RFP Schedule. If Henderson County determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum, which will be posted to the County’s website at <https://www.hendersoncountync.gov/rfps>.

**Section 5: How to Submit Proposals**

- I. Proposals may be submitted via email to [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov).
- II. Proposals may be mailed or delivered as follows:

**Mailing & Delivery Address:**

RFP: Manufactured Home Removal  
Henderson County France Department  
113 N Main St  
Hendersonville, NC 28792

- III. Please note proposals not received by the time and date specified on the Proposal Form will not be opened or considered.
- IV. Any costs associated with the preparation and delivery of a submission related to this proposal will be borne solely by the vendor.
- V. Submittals are neither a contractual offer nor a commitment to purchase services. The County assumes no contractual obligation because of the issuance of this RFP.

**Section 6: Scope of Work**

I. General

The contractor shall provide all materials, tools, machinery, labor, and supervision necessary for the demolition work on properties designated by Henderson County. Demolition work shall include excavation of any footing and foundations and removal of all debris from the demolition site.

II. Site Assumption

To allow each contractor to bid equally for this project, the following scenario should be used to estimate the cost per demolition. The site will have adequate access to allow a dump truck with low-boy trailer and backhoe to the site. The home is a 14' x70' metal on metal home with frame and axles. The home will be empty, and the estimated weight of landfill materials will be 10,000 lbs. The weight of the frame and axles will be 1,000 lbs. and the weight of the aluminum siding, window frames and roof will be 300 lbs. Henderson County will reimburse additional tipping fees over 10,000 lbs.

III. Number of Units to be Removed and Contract Term

This RFP shall be for the demolition of **up to** 14 units. The contract, when executed, will be valid until 06/30/2025. Please note that the number of units demolished under this contract shall be at the sole discretion of Henderson County and not to exceed 14 sites.

It is the intent of Henderson County to demolish 4 homes before June 30, 2024.

IV. Specifications

- a. **Shall clear and demolish the parcel of all structures, improvements, and debris.**
- b. No materials shall be stored or accumulated in any area but should be transported directly from the site to the landfill or recycling center.
- c. The contractor shall be responsible for the removal and proper disposal of all materials and shall provide Henderson County with landfill tipping receipts from the Henderson County Transfer Station and receipts from a certified Recycling Company prior to release of payment. All loads shall be covered and secured prior to and during transport.
- d. The contractor shall demolish dwelling, grade, and seed property to satisfaction of inspector.

- e. Henderson County will be responsible for detection and safe removal of mercury thermostats and fluorescent lighting. These items will be taken to the Henderson County Transfer Station and maintained in the Household Hazardous Waste Building.

V. Permitting

- a. The property owner shall be responsible for obtaining all permits and will contact all utility providers (water, sewer, electric, gas and cable) prior to commencement of demolition activities to ensure that disconnection has been made.

VI. Special Conditions & Terms.

- a. Project Timeline: At the request of Henderson County bidder must provide a timeline of demolition from inception to completion.
- b. The contractor will meet Drug Free Workplace Requirements by: Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- c. All contractors must comply with special conditions established concerning equal employment, affirmative action, and business opportunities.
- d. The contractor will relieve Henderson County of any and all liabilities for damages incurred by the Contractor during the demolition of said structure(s). A certificate of insurance shall be provided per Section 12 of this RFP.
- e. The contractor relieves Henderson County of all liability in the disposal of debris. The contractor is responsible for all fees and permits, if applicable.
- f. No proposals will be accepted from contractors who have violated Henderson County Codes or Ordinances.

VII. Acceptance of Work

- a. The bidder shall perform a final walk through with a County representative upon completion.
- b. Henderson County shall receive all inspections, certifications, and permits required by local and State agencies as applicable. Henderson County is to receive written copies of all.
- c. No payment shall be made until all work is satisfactorily completed and approved by Henderson County.

**Section 7: Bid Proposal Requirements**

Bidders shall provide the information requested within this RFP and include an authorized signature where required. RFP responses shall include the following items and those attachments should be arranged in the following order:

I. Cover Letter (Identify Project Manager)

II. Bidder Experience & Capability

Bidder shall provide information on its experience and qualifications, which enable it to provide the services as described herein, including, but not limited to the following:

- Brief history of the company
- Experience performing the services requested in this RFP.
- Any other information regarding the vendor's experience, which will assist in evaluating the proposal and making an ultimate decision.

III. References

Indicate below three agencies for which you have provided demolition services within the past three years:

Firm: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Firm: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Firm: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The County may or may not contact the references provided. To determine the vendor's past performance, the County may ask any questions it deems are in its best interests.

- V. PROPOSAL FORM: Submit all prices and offers on the PROPOSAL FORM provided herein. All proposals must be submitted and signed by an authorized representative with all erasures or corrections initialed and dated.
- VI. Addendum(s): If applicable, bidders shall include signed addendum(s) with their proposal submittal acknowledging the modifications made to the proposal document.
- VII. Executed Attachments, as applicable.

**Section 8: Method of Award & Evaluation Process**

I. Method of Award

The method of award will be based on the most advantageous proposal as defined by the County considering price, technical merit, and past performance as defined by Section 9: Evaluation Criteria.



The County reserves the right to reject any or all proposals, waive technicalities and to be the sole judge of suitability of the services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the County.

**II. Public Record**

Proposals submitted shall not become a public record until a contract is awarded.

**III. Proposal Evaluation Process**

Henderson County shall review all responses to this RFP to confirm that they meet the specifications and requirements of the RFP. Proposals submitted by the deadline will be evaluated and ranked by a selection committee comprised of representatives of Henderson County. The selection committee will then make a recommendation for the award.

**Section 9: Evaluation Criteria**

Proposals shall be evaluated based upon the matrix below:

Criteria	(a) Weight	(b) Score (1-5)	(a) X (b) Weighted Score
Bidder Experience and Capability	25		
References	10		
Cost	65		
Final Score			

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 - 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets.
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet.

Cost will be calculated with a formula using a ratio method, in which the lowest cost receives the maximum points allowed and other proposals receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

$$\frac{\text{Lowest Cost}}{\text{Cost being Evaluated.}} \times \text{Maximum Points Available} = \text{Score}$$

The points for each criteria component will be multiplied by the percentage weight listed above and totaled.

**Section 10: Licensure**

Contractor’s Licensure with North Carolina as required in the General Statues Chapter 87.

**Section 11: Terms and 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 Proposal (“RFP”).

Any attempt by a proposed contracting party (the “Bidder”) under the RFP to exclude any of these Terms and Conditions shall cause any bid or 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 ITB 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 bid or proposal.

**Section 12: Minimum Insurance Requirements**

Bidder shall provide an Insurance Certificate naming Henderson County as **additionally insured** per the attached certificate of insurance. Should different insurance limits be established between the vendor and the County, the Certificate of Insurance with Henderson County named as additional insured shall be contained herein.

Required Coverage	Minimum Insurance Limits
Workers' Compensation	Statutory/Employers Liability: \$500,000/\$500,000/\$500,000
General Liability	\$1M per occurrence/\$2M aggregate
Automobile	\$1M per occurrence/Combined Single Limit
Additional Insured Status	Required

**Section 13: Funding Source**

This request for proposal is funded with **County Funds**.

**Section 14: Attachments**

Attachment I: Vendor Information Form