



## 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*

*Subject: Request for Proposals:  
Henderson County Sports Complex Lighting Project (Phase 2a)*

*Date: August 28, 2025*

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**Mandatory Pre-Bid Meeting:**

**September 4, 2025 @ 11:00 am**  
Henderson County Sports Complex  
69 Balfour Rd  
Hendersonville, NC 28792

**Proposals are due:**

**September 11, 2025, by 3:00 pm**  
Henderson County Project Management  
Attention: Bryan Rhodes  
100 North King Street, Project Management  
Hendersonville, NC 28792

**Location of Work:**

Henderson County Sports Complex  
69 Balfour Rd.  
Hendersonville, NC 28792

**Last Day for Questions:**

**September 5, 2025, at 3:00pm.** 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 **September 11, 2025 @ 3:00 pm.**

**\*\*Note\*\* - It is the sole responsibility of the vendor that it's bid reaches Henderson County, by the designated date and time, indicated above. Henderson County is not responsible for any courier service.**



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### **GENERAL:**

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials (with the exception of owner provided light bases), traffic control, supervision, disposal fees, permits, inspections to install the underground conduit and provided athletic lighting pole bases. This project will consist of installation of all conduits per the site electrical plan, and the installation of owner provided athletic lighting pole bases. Contractor is to meet or exceed all requirements and specifications outlined in the RFP and Pre-Bid.

- Contractor is required to provide a scheduled timeline for the entire duration of the project.
- Contractor is required to furnish all necessary supervision, labor, tools, equipment, and materials to complete the work outlined in the RFP and Pre-bid meeting.
- Contractor will be required to provide a detailed written warranty for all work upon completion of project.

### **SCOPE OF WORK:**

- Provide all required permits and inspections.
- Provide all labor and equipment to complete installation of owner provided light bases per RFP, Drawings and Permit Requirements.
- Owner provided bases will be Musco brand. Installation of bases must be done to exact specifications provided by Musco that are referenced in the RFP.
- Provide materials and all labor to install conduit. Conduit must meet specifications on the issued drawings and must be installed per the plan, on the provided drawings.
- Daily Cleanup of all affected work areas, paths of entry, and material delivery or removal thereof, is required.
- Contractor shall provide all labor and equipment needed to install (with the exception of owner provided bases)
- Contractor will be required to provide a 1-year warranty on workmanship from the substantial completion date.
- Contractor will be responsible for completing and submitting Musco provided close-out checklist, inclusive of the required pictures, to the owner.
- NO CONDUIT IS TO RUN UNDER FIELDS. ALL CONDUIT AND CONNECTIONS ARE TO BE RUN AROUND PERIMETER OF PLAYING SURFACES.

### **SITE CONDITIONS:**

1. The Contractor will be responsible for permitting and scheduling of inspections.
2. The Contractor will be responsible for providing own power for project.
3. The Contractor will be responsible for providing a dumpster.



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4. The Contractor will be responsible for providing their own storage containers for material, as needed
5. Smoking is not permitted on the job site.
6. Contractor will need to barricade the work area with safety cones and caution tape to prevent pedestrians from entering the work area.
7. Any damage to walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at their expense.
8. All workers are required to wear proper work attire.
9. Weapons are prohibited on County property.

### 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 is required.

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

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

### 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>



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### **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) .