



Henderson County Capital Projects

100 North King Street, Project Management
Suite. Hendersonville, North Carolina 28792

Memorandum To: Interested Qualified Bidders

*From: Bryan Rhodes
Capital Projects Director
Brian Cotton
Capital Projects Superintendent
Ronnie Kilby
Capital Projects Coordinator*

*Subject: Request for Proposals:
Incinerator Enclosure at Henderson County Emergency Services Center*

Date: NOV 12th, 2025

Mandatory Pre-Bid Meeting: **November 19th, 2025@ 11:00 am**
Henderson County EMS
2529 Asheville Hwy
Hendersonville, NC 28791

Proposals are due: **December 3rd 2025, by 2:00 pm**
Henderson County Government Offices
Attention: Bryan Rhodes
100 North King Street, Project Management Suite.
Hendersonville, NC 28792

Location of Work: Henderson County Emergency Services Center
2529 Asheville Hwy
Hendersonville, NC 28791

Last Day for Questions: November 24th, 2025, at 3:00pm. Question must be in written form by email or USPS letter on or before, but NLT date indicated. Submit all questions to Brian Cotton the HC Capital Project Superintendent
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 Suite, Hendersonville, North Carolina 28792 until December 3rd, 2025 @ 2:00 pm.



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Scope of Work:

- Provide all required permits and inspections.
- Provide all labor and material to complete the project per RFP, Drawings Pre Bid directives and Permit Requirements.
- Provide labor and material for 12' x 12' x 6" concrete slab for incinerator.
- Provide labor and material to install 6' chain-link fence around perimeter of concrete slab. 9- gauge chain, schedule 40 post, tension wire at bottom of fence.
- Install a 36" personnel gate on parking lot side of slab for entry.
- Provide labor and material to install metal canopy/ metal roof over slab/incinerator. Roof must have a minimum 4' clearance. (See Spec Sheet).
- Provide labor and material to provide gas line, from slab to outside perimeter, for gas meter hook up (See Drawing) to include required permit.
- Provide labor and material to provide 115v 60hz 20-amp service for incinerator. (see Spec Sheet) to include required permit.
- Work will need to be coordinated with install of incinerator before fence is installed.

GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections to build the incinerator pad/ enclosure at the Henderson County EMS Building. 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 time frame of 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 is required to provide a detailed written warranty for all work upon completion of project.

Job Specifics:



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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.
 4. Smoking is not permitted on the job site.
 5. Contractor will need to barricade the work area with safety cones and caution tape to prevent pedestrians from entering the work area.
 6. Any damage to walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at his expense.
 7. All utility interruptions are to be scheduled with the owner. This includes times which the fire notification may need to be taken offline for work.
 8. All workers are required to wear proper work attire.
 9. Weapons are prohibited on County property.
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Project will be awarded based on base bid.

Base Bid: \$ _____

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. Contractor must provide full submittal of canopy and fence for owner approval.

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.



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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

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 .