



Henderson County Capital Projects

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

Memorandum To: Interested Qualified Bidders

*From: Brian Cotton
Henderson County
Capital Project Superintendent
Ronnie Kilby
Henderson County
Capital Projects Coordinator*

*Subject: Request for Proposals:
Henderson County – Health Department Parking Improvements*

Date: September 2, 2026

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, supervision, disposal fees, etc., for the Henderson County – Health Departments Parking Improvements project located at: 1200 Spartanburg Hwy, Hendersonville, NC 28792. ***** ALL WORK IS TO BE COMPLETED BY NOVEMBER 25, 2026*****

Mandatory Pre-Bid: September 9, 2026 at 10:00 am
On-Site
1200 Spartanburg Hwy
Hendersonville, NC 28792

Proposals are due: September 24, 2026 by 2:00 pm
Henderson County Government Offices
1st Floor Meeting Room
100 North King Street
Hendersonville, NC 28792

Last Day for Questions: September 21, 2026 @ 12:00 pm.
Questions must be received in written Form by the date and time indicated. Submit all questions to Brian Cotton @ bcotton@hendersoncountync.gov & Jared DeRidder @ jderidder@wglc.com

Location of Work: 1200 Spartanburg Hwy,
Hendersonville, NC 28792



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Sealed hard copy bids, no emails, 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 2:00 pm on September 24, 2026, at that time the bids will be opened and read for the Henderson County – Health Department Parking Improvements project located in Henderson County, North Carolina. Additional detailed information about the project will be provided at the pre bid meeting.

****Note** - It is the sole responsibility of the vendor that their bid reaches Henderson County by the designated date and time indicated above.**

Scope of Work:

1. Furnish the necessary supervision, labor, tools, equipment, and materials to complete the required work as outlined in the “Detailed Scope of Work” and as listed on the drawings provided, plus the special conditions and per the pre-bid meeting directions/instructions.
2. Restore all disturbed areas affected by the work and remove trash daily
3. Work schedule limitations to be directed per site, to adhere to the cohesiveness of Henderson County schedule and events.
4. A sales tax report will be required for the awarded bidder for each pay application/invoice.
5. Awarded Contractor will be required to provide a 1-year warranty on workmanship from the substantial completion date

The following information “must” be included in the proposal:

1. All applicable licensure with North Carolina.
2. Warranty on all above work for 1 year from completion.
3. Proposals to be in the form of a proposed contract signed by the bidder and ready for the County’s approval.
4. Include a copy of COI and W-9 form
5. Proposals should include a lump sum price for the base bid work and include separate pricing for each alternate/unit price listed each inclusive of all applicable taxes. Henderson County is not tax exempt.
6. Include all unit pricing as requested.
7. Acknowledgement of any Addendum received during the bid shall be noted on the proposal or, if provided, on the bid form.
8. **Payment and Performance bond** for 100% of the base bid are required for proposals over \$300,000.00.
9. 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.

ELECTRONIC copies of the PLANS may be obtained from WGLA Engineering, PLLC. Hard copies of the plans will not be distributed.



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See “Doing Business with Henderson County” for general information and Henderson County Insurance and Bond Requirements, Purchase Order/Contract Terms and Conditions Requirements, and Minority Business Participation Guidelines and Requirements at

<https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

REQUIRED CONTRACTUAL PROVISIONS

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”), even if the RFP seeks the provision of services or a mixture of services and goods instead of solely goods.

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.

PUBLIC RECORDS

In any Proposal made under this RFP, any information claimed by a Bidder to be “confidential information”, and any documents, memorandum, data, reports, analyses, compilations, records, pricing and evaluation of all or any portion of the transactions contemplated by this agreement may be deemed public records and subject to disclosure, in whole or in part, pursuant to the North Carolina Public Records Law. The County will provide the Bidder with reasonably prompt notice of any intended disclosures or requests for disclosure pursuant to the North Carolina Public Records Law. The Bidder may then choose to seek judicial protection of the confidential information consistent with all applicable laws and regulations. Should a public records request be made for information from the Bidder, the County will, within a reasonable time, notify the Bidder of such public records request. The Bidder shall, within five (5) business days of said notification, deliver notice to the County that it objects to the County disclosing the requested information pursuant to the subject public records request. If no such notice is received by the County within five (5) business days, the Bidder shall be deemed to have waived any such objections. If the Bidder objects to the disclosure of the requested information, the Bidder agrees that it shall be solely responsible for the defense of and all the costs of the defense of any claim or complaint against the County for its refusal to disclose confidential information. The Bidder further agrees that if any such complaint or claim is filed it will indemnify the County and will reimburse the County for any and all damages awarded as a result of the refusal to disclose the requested information. The Bidder agrees that it releases the County from all loss, liability, claims or expense, including attorney's fees, arising out of, or related to the release or disclosure or failure by the County to release or disclose confidential information. The Bidder further agrees that it waives the right to file



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any court action for any such release, disclosure, or failure to release or disclose confidential information.

Henderson County reserves the right to reject any and / or all bids, and to waive any bid informalities in so far as it is authorized to do so. Qualified contractors interested in bidding on this project may contact Brian Cotton @ bcotton@hendersoncountync.gov