



**ADDENDUM #2**

**March 22, 2020**

**TO: ALL POTENTIAL BIDDERS**

**FROM: RON VENTURELLA, BUNCOMBE COUNTY PROCUREMENT MANAGER**

**SUBJECT: ADDENDUM #2 FOR RFP #032720 Services Associated with Mountain Mobility, Buncombe County's Community Transportation Program**

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

**Addendum # 2**

**Due to the Covid-19 emergency the submittal process for proposals has changed. Please read the addendum carefully.**

**The following pages will replace Cover Sheet, Execution Page, Section 2.3, Section 2.6, Attachment B Section B.17, and Attachment B Section B.18 of the RFP:**



## COUNTY OF BUNCOMBE

### Request for Proposal #

**032720**

For internal processing, including tabulation of proposals, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your proposal.  
Failure to do so may subject your proposal to rejection.**

**ID Number:**

\_\_\_\_\_  
Federal ID Number or Social Security Number

\_\_\_\_\_  
Vendor Name

*Electronic responses ONLY will be accepted for this solicitation.*

**EXECUTION**

**COUNTY OF BUNCOMBE**  
***Planning Department, Community Development Division***

<b>Refer <u>ALL</u> Inquiries regarding this RFP to:</b> Matthew Cable, Community Development Division Manager, Buncombe County Planning and Development, 46 Valley Street, Asheville, NC 28801 Telephone (828) 250-4829 Fax: (828) 250-6086 Email: matthew.cable@buncombecounty.org.	<b>Request for Proposal # 032720</b>
	<b>Contract Type:</b> Public Transportation Operations
	<b>Technical Proposals will not be publicly opened as a result of COVID-19 State of Emergency Declaration.</b>

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals cannot be accepted.**

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Offer valid for at least 120 days from date of proposal opening, unless otherwise stated here: \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL**

If any or all parts of this proposal are accepted by Buncombe County, an authorized representative of Buncombe County shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

**FOR COUNTY USE ONLY:** Offer accept and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as indicated on the attached certification, by \_\_\_\_\_

**(Authorized Representative of Buncombe County)**

## 2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The County will make every effort to adhere to this schedule and reserves the right to make changes to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	February 17, 2020
Host Pre-Proposal Conference/Site Visit (Voluntary)	County	February 28, 2020, 10:00 AM ET
Submit Written Question(s)	Vendor	March 6, 2020, 5:00 PM ET
Respond to Question(s)/Issue Final Addendum to RFP	County	March 13, 2020
Submit Technical Proposal	Vendor	March 27, 2020, 2:00 PM ET
Interview Qualified Prospective Vendor(s) and Receive Presentations, If Conducted	County	April 8, 2020
Submit Cost Proposal (If Requested by County)	Vendor	April 8, 2020, 2:00 PM ET
Submit Best and Final Offer by Qualified Prospective Vendor(s)	Vendor	April 17, 2020, 5:00 PM ET
Award Contract(s) by Board of Commissioners	County	May 5, 2020
Plan Vendor Transition	Vendor	May 6, 2020 – May 31, 2020
Implement Transition Plan	Vendor	June 1, 2020 – June 30, 2020
Begin Contract Services	Vendor	July 1, 2020

## 2.6 PROPOSAL SUBMITTAL

Vendors shall submit a Technical Proposal and must be prepared to submit a Cost Proposal upon request.

Technical Proposals (Volume One and Volume Three) will be received until 2:00 PM, March 27, 2020. All proposals may be submitted electronically by email (multiple emails may be required due to the size of attachments) with the subject "RFP# 032720 Services Associated with Mountain Mobility, Buncombe County's Community Transportation Program Technical Proposal Email \_\_\_\_ of \_\_\_\_".

Proposals shall be emailed to:

[purchasing@buncombecounty.org](mailto:purchasing@buncombecounty.org)

Vendor shall bear the risk for late submission due to unintended or unanticipated delay. The time and date of submission will be the email receipt timestamp on the final email associated with each proposal received. Any proposal-submitted after the proposal deadline will be rejected. It is the Vendor's sole responsibility to ensure its proposal has been submitted by the specified time and date. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

It is the Vendor's sole responsibility to ensure its proposal has been received by the specified time and date. Receipt of proposals can be verified by calling 828.250.4154.

All Vendors are urged to take the possibility of delay into account when submitting a proposal. **Attempts to submit a proposal via mail, facsimile (FAX) machine, or telephone in response to this RFP shall NOT be accepted.**

- a) **Submit one (1) signed, executed un-redacted proposal responses and, if required, one (1) redacted (Proprietary and Confidential Information Excluded) to the email address identified above.**
- b) **Include in the body of your email(s): (1) Vendor name; (2) the RFP number; and (3) the due date.** If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate emails and marked accordingly. Proposals are subject to rejection unless submitted with the information above included on the body of your email(s).
- c) File contents **shall NOT** be password protected but shall be in .PDF or .XLS format, and shall be capable of being copied to other sources.

**Volume One** must contain the entire **Technical Proposal** including any proprietary information.

**Volume Three**, if required for confidentiality, must contain the **Technical Proposal excluding any proprietary information identified as confidential and proprietary in accordance with ATTACHMENT B: INSTRUCTIONS TO VENDORS, SECTION B.14.** The County, in responding to public records requests, will release the contents of this file. It is the sole responsibility of the Vendor to ensure that this file complies with the requirements of B, Paragraph 14 of the Instructions to Vendors. The following label must be included in the email(s): (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Volume Three Technical Proposal– Redacted Copy".

**Each Volume must be in a separate email.**

Cost Proposals (Volume Two) will be provided if requested. Cost Proposals must be available and provided, if requested, and will be requested on or before April 8, 2020 for receipt by 2:00 PM, April 8, 2020. All proposals may be submitted electronically by email with the subject "RFP# 032720 Services Associated with Mountain Mobility, Buncombe County's Community Transportation Program Cost Proposal".

Cost Proposals shall be emailed to:

[purchasing@buncombecounty.org](mailto:purchasing@buncombecounty.org)

**Volume Two** must contain the entire **Cost Proposal.** The Cost Proposal shall encompass the contractor's price for service for the initial three-year base term of the contract, the first three-year renewal option period, and the second three-year renewal option period.

## **B.17 COMMUNICATIONS BY VENDORS:**

In submitting its proposal, Vendor agrees not to discuss or otherwise reveal the contents of its proposal to any source, government or private, outside of the using or issuing agency until after the award of the Contract or cancellation of this RFP. All Vendors are forbidden from having any communications with the using or issuing agency, or any other representative of the County concerning the solicitation, during the evaluation of the proposals (i.e., after the opening of the proposals and before the award of the Contract), unless the County directly contacts the Vendor(s) for purposes of seeking clarification or another reason permitted by the solicitation. A Vendor shall not: (a) transmit to the issuing and/or using agency any information commenting on the ability or qualifications of any other Vendor to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Vendor's proposal and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation or award of a Contract related to this RFP. Failure to comply with this requirement shall constitute sufficient justification to disqualify a Vendor from a Contract award. Only those communications with the using agency or issuing agency authorized by this RFP are permitted.

**B.18 WITHDRAWAL OF PROPOSAL:**

Proposals that have been delivered may be withdrawn **only** in writing and if receipt is acknowledged by the office issuing the RFP prior to the technical proposal submittal deadline identified on the cover page of this RFP (or such later date included in an Addendum to the RFP). Written withdrawal requests shall be submitted on the Vendor's letterhead and signed by an official of the Vendor authorized to make such request. Any withdrawal request made after the technical proposal submittal deadline shall be allowed only for good cause shown and in the sole discretion of Buncombe County.

**END OF ADDENDUM #2****RFP #032720 Services Associated with Mountain Mobility, Buncombe County's Community Transportation Program**