



Buncombe County, North Carolina

Date _____

**REQUEST FOR PROPOSAL
EVENT #2020DURANGOPURSUIT
CHECKLIST OF REQUIRED ITEMS**

Company _____

Signature _____

#	ITEM	INCLUDED?
1	This checklist is signed and included in the RFP Package	
2	Signature Page	
3	Non-Collusion Statement	
4	Price List	
5	Vehicle Supplementary Information	
6		
7		
8		
9		
10		
11		

Agreement/Acceptance of bid event Terms for Buncombe County **(Please sign and return this document with your bid response.)**

Bid Event #: 2020DURANGOPURSUIT

Type of Procurement: VEHICLES	PROJECT NAME: 2020 DODGE DURANGO PURSUIT OR SIGNIFICANTLY EQUIVALENT
Description: 2020 Dodge Durango Pursuit of Significantly equivalent.	

I have read and am in agreement with the terms and conditions and all the specification pages and/or attachments with terms and conditions relative to this bid event hereby incorporated into and made a part of bid event number 2020DURANGOPURSUIT:

**Agreed and Accepted for bid event
2020DURANGOPURSUIT :**

Name: _____

Address: _____

Phone: _____

Authorized Representative Supplier
Signature: _____

Title: _____

By Signing this document, I hereby certify that I am in agreement with all relative bid documents, terms and conditions, bid attachments, and pricing submitted with this bid event.

NON-COLLUSION STATEMENT

(Please fill out & submit with bid response)

THE UNDERSIGNED AFFIRMS THAT THE PROPOSAL MADE HERE-IN IS MADE WITHOUT ANY CONNECTIONS WITH ANY OTHER PERSON OR PERSONS, MAKING ANY OTHER PROPOSAL FOR THE ABOVE ITEM(S). THAT IT IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

THAT _____ (FIRM NAME) IS NOT CONNECTED IN ANY OFFICIAL CAPACITY WITH BUNCOMBE COUNTY, AND THAT NO PERSON OR PERSONS ACTING IN SUCH CAPACITY ARE DIRECTLY OR INDIRECTLY INTERESTED HEREIN OR IN ANY OF THE PROFIT ARISING OR ANTICIPATED FROM THIS TRANSACTION.

IN MAKING THIS PROPOSAL, IT IS UNDERSTOOD AND AGREED THAT THE CONDITIONS SET FORTH IN THE ADVERTISEMENT FOR BIDS, INSTRUCTIONS TO BIDDERS, TERMS AND CONDITIONS AND SPECIFICATIONS TOGETHER WITH THE PROPOSAL SHALL FORM A PART OF AND BE CONSTRUED WITH THE CONTRACT MADE UNDER THE SAME.

THE ACCEPTANCE OF THIS PROPOSAL BY BUNCOMBE COUNTY, AS EVIDENCED BY THE ISSUANCE OF A BUNCOMBE COUNTY PURCHASE ORDER, WILL BE HELD TO BE A MUTUAL AGREEMENT AS TO EACH AND EVERY CLAUSE OF THIS PROPOSAL AND TO CONSTITUTE A CONTRACT BETWEEN THE PARTIES HERETO.

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____

PRICE LIST

<u>2020 Dodge Durango Pursuit</u>	<u>Price each unit</u>	<u>Comments</u>
3.6L AWD		
5.7L HEMI AWD		
<u>ADDITIONAL OPTION PRICING REQUESTED</u>		
HALOGEN DRIVERS SIDE SPOT		
Blind Spot & Cross Path Detection(XAN)		

SUPPLEMENTARY INFORMATION

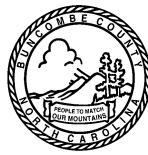
NOTE: Please return this supplementary information sheet with your bid. Use 1 sheet for each type of vehicle.

VENDOR:

ADDRESS:

BID NUMBER:

Manufacturer	
Model	
EPA MPG City --	
EPA MPG Highway --	
GVWR	
Delivery promised within	
Exceptions to Specifications: (If additional space is needed, attach page(s) with details)	



GENERAL CONDITIONS FORMAL PROPOSALS

- 1 **FORMAL PROPOSALS FOR SUPPLIES AND EQUIPMENT \$90,000.00 OR ABOVE:** A public bid opening will be held and responses will be read and announced at the specified close time (Eastern Standard Time) that the bid is due. The Bidder shall state in the bid response the delivery time for supplies and materials and/or completion date for services or construction. To be considered, the bids shall be submitted by the specified close time (Eastern Standard Time) stated in the bid. If a vendor does not wish to submit a bid but desires acknowledgement of response, the bidder shall submit a “no bid” response. A bidder may not withdraw his bid for a period of sixty (60) days after the opening thereof.
- 2 **FORMAL PROPOSALS FOR CONSTRUCTION \$500,000.00 AND ABOVE:** **Proposals in this category will not be received electronically. Formal proposals for construction work \$500,000.00 and above, each bidder must submit a proposal on the format required with the specifications.** Each bidder shall sign his proposal correctly, and proposals may be rejected if they show any omissions, alterations of form, additions not called for, or other irregularities of any kind. Bids in the formal range shall be enclosed in a sealed envelope. The bid surety, if applicable, shall be enclosed in a separate sealed envelope. Each of these envelopes shall be marked as to its content, either bid or bid surety, and shall contain the name and address of the contractor.

Both envelopes shall be inserted in a third sealed envelope. This envelope shall be marked with the bidder’s name, address, license number, if applicable, the bid number, and title of the bid. The bid shall be mailed or brought to the Buncombe County Garage, 194 Hominy Creek Road, Asheville, North Carolina 28806.

Formal Proposals in this category will be opened publicly and read promptly at the place, date and time (Eastern Standard Time) that bid is due and specified on the cover page of the bid request. Bidders or their authorized agents and other interested parties are invited to be present. A bidder may not withdraw his bid for a period of sixty (60) days after the opening thereof.
- 3 **FORMAL PROPOSALS FOR INFORMATION TECHNOLOGY GOODS AND SUPPLIES:** **Proposals in this category must be submitted electronically via BUNCOMBE COUNTY’S ELECTRONIC BIDDING SYSTEM.** The system is accessible at the Buncombe County Website: <http://www.buncombecounty.org/governing/depts/Purchasing/> Each bidder must submit a proposal in the format required by the specifications. Proposals are due at the time designated in the bid (Eastern Standard Time). **In accordance to NC State Statute: 143-129.8, proposals submitted under this section will not be read publicly and shall not be subject to public inspection until a contract is awarded.**

Each bidder shall sign his proposal correctly, and proposals may be rejected if they show any omissions, alterations of form, additions not called for, or other irregularities of any kind.
- 4 **GOVERNING LAW AND FORUM.** Submission of a bid shall constitute acknowledgment and agreement by the bidder that the law of North Carolina governs the bidding process, and any contract awarded pursuant to a bid. Any litigation in which Buncombe County is a party pertaining to a bid, or any litigation to enforce or interpret the terms of a contract awarded pursuant to a bid, must be brought in the General Court of Justice of Buncombe County, which shall have exclusive venue.
- 5 Buncombe County reserves the right to evaluate all bids, especially where there is a wide range in specifications, and to make the award in the best interest of Buncombe County. The County reserves the right to award each item separately. Buncombe County also reserves the unqualified right to reject any and all proposals.
- 6 Although all bids are opened and read at a public bid opening, the bidder shall understand that bids must be evaluated. Bidders should understand that prices released prior to award as a bid tally by the Purchasing staff do not indicate award. In certain cases a bid may not be qualified and may be rejected even though it is the low bid.
- 7 Standards for award: According to North Carolina General Statute 143-129, the award of the bid shall be made to the lowest responsible bidder or bidders taking into consideration quality, performance and the time specified in the proposal for the performance of a contract or delivery of supplies and materials. Award of Bid: Unless otherwise indicated, the entire list of items will be awarded to a single vendor. Incomplete proposals are subject to rejection. Upon request, information concerning award can be obtained from the Purchasing Department.
- 8 The bidder and/or bidders to whom the contract is awarded must comply fully with the requirements of General Statute, Section 143-129 as amended.
- 9 Purchase order number must appear on all packing slips, container labels and invoices.
- 10 All invoices are to be sent to the Buncombe County Garage, 194 Hominy Creek Road, Asheville, North Carolina, 28806. Please identify the Purchase Order and a delivery address on each invoice.

- 11 Terms of Payment: Net 30 days unless a discount is offered for early payment. If a discount is offered, time will be computed either from date of delivery of supplies and materials at destination when final inspection and acceptance are at those points, or from date correct invoice is received if latter is later than date of delivery.
- 12 General Product: For computer software purchases, every bid submitted by the vendor must be accompanied by documentary proof that all computer software and hardware components and related services are supplied pursuant to license agreements with appropriate copyright, trademarks, and/or patent owners, and that all such products are in compliance with local, state and federal product safety laws. "Buyer" reserves the right to contact copyright, trademark, and/or patent owners, or government agencies for verification and to disqualify any bid that fails, in the buyer's sole judgment, to satisfy the purpose of this requirement.
- 13 Required Delivery: All items listed shall be delivered within 90 days from the date of receipt of the order. If the dealer cannot meet this deadline for one or more items, he shall indicate in his proposal the number of days required for delivery. If merchandise is not delivered within 90 days, the order will be subject to cancellation and the County has the right to obtain equipment from another source.
- 14 Additional units of the same description can be purchased by the county at the same price for a period of 180 days unless otherwise stated by the vendor on the bid.
- 15 In case of default of the contractor, Buncombe County may procure the articles and/or services from other sources and hold the defaulting contractor responsible for any excess cost occasioned thereby.
- 16 All equipment of software shall be new and packaged in the original box with original packing materials. Unless stated otherwise in the specifications, all supplies and materials quoted shall be new.
- 17 Sales Taxes: Quoted prices shall not include sales taxes. North Carolina and Buncombe County sales taxes may be added to the quoted price when invoices are prepared.
- 18 Delivery: Bid price shall include delivery FOB Asheville/Buncombe County, North Carolina. Bidder shall state the number of days required for delivery on the bid form. Unless previously agreed upon for longer delivery time, delivery of supplies must be made within 30 days of the order date or the order will be subject to cancellation.
- 19 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION ASSURANCE: Buncombe County is firmly committed to a policy of non-discrimination in employment and to a program of achieving total equality of opportunity for all applicants and employees through aggressive affirmative action. All applicants are recruited and employed without regard to race, creed, color, national origin, religion, political affiliation, marital status or physical condition, sex or age (except where physical condition, sex or ages are legitimate occupation qualifications), or any other non-merit factor. County employees are treated equitably without regard to these non-merit factors throughout their employment.
- 20 Handicapped Accommodations: If a person with a handicap, including vision or hearing impairment or a person needing handicap or any special type of accommodations, desires to attend a pre-bid conference, public bid opening, or desires to meet with the Purchasing or other County Staff, the Purchasing Department should be notified at least two (2) days in advance. Reasonable accommodations for that person will be arranged.
- 21 If the vendor offers a lease for any equipment, all local property taxes shall be included in the quoted lease price. Buncombe County will not be responsible for local property taxes.
- 22 Drug-free Workplace: The Buncombe County Board of Commissioners requires all vendors or contractors providing supplies and/or service to the County of Buncombe to maintain a drug-free workplace. Companies that provide supplies and/or services to the County shall certify that they have implemented effective policies and procedures to maintain a drug-free workplace. Upon request the vendor or contractor shall provide documentation to support this certification.
- 23 TRADE SECRETS: This Invitation to Bid and all bidder responses are considered public information, except for trade secrets specifically identified, which will be handled according to State Statutes or other laws. Any information that contains trade secrets shall be communicated to Buncombe County, by the bidder, through questions and comments in the electronic bid process. For proposals that are part of a manual bid process, any page of the bidder's response package that is deemed to be a trade secret by the bidder shall be clearly marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") size letters.
- 24 Buncombe County encourages bids from minority businesses by providing certified minorities an equal opportunity to participate in all aspects of the procurement process.
- 25 Upon request, the bid form can be provided through the Buncombe County website at www.buncombecounty.org or the Garage staff can be contacted at 828-250-6200, located at 194 Hominy Creek Rd, Asheville, NC 28806.

- 26 Complete documentation for set up, configuration and user reference shall be provided for all items. Also complete mounting hardware shall be provided for all items where applicable.
- 27 Substitutions will be considered provided they are substantially equivalent as determined by County staff. If a substitution is made, the bidder must supply the brand name of part number of items quoted and equipment specifications upon request.
- 28 The acceptance of these terms by the bidder is held to be a mutual agreement as to each and every clause of this proposal and the terms hereof and certifies that the proposal is not the result of or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable by any law of the State of North Carolina. The bidder also certifies that the proposal made herein is without any connections with any other person or persons connected in any official capacity with Buncombe County, and that no person or persons acting in such capacity are directly or indirectly interested herein or in any of the profit arising or anticipated from this transaction. In making this proposal, it is understood and agreed that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract made under the same.
- 29 E-Verify: The contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, should Contractor utilize a subcontractor(s), Contractor shall require the subcontractor(s) to comply with the requirements of Article 2, Chapter 64 of the North Carolina General Statutes. Pursuant to North Carolina General Statute 143-133.3(c)(2), contracts solely for the purchase of apparatus, supplies, materials and equipment are exempt from this E-Verify provision.