



## **Henderson County Government Invitation to Bid: Subaru Outback**

**Date of Issue: July 21, 2023**

**Proposal Due Date: July 31, 2023**

**Direct all inquiries concerning this RFP to:**

**Julia Buchanan**

**Purchasing Agent**

**Phone: 828.694.5015**

**Email: [Hcpurchasing@hendersoncountync.gov](mailto:Hcpurchasing@hendersoncountync.gov)**

## BID PROPOSAL FORM

Pursuant to the General Statutes of North Carolina informal bids, subject to the conditions and specifications herein, are invited for furnishing the following apparatus, supplies, materials, equipment. Bids may be submitted via email to [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov) or via mail to Henderson County: Subaru Outback, 113 N. Main Street, Hendersonville, NC 28792. Bids will be due on July 31, 2023, at 3:00 PM EST.

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that he will furnish the equipment called for in the manner prescribed in the specifications and instructions to bidders for the following price:

DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
	1		
GRAND TOTAL FOR ALL GOODS. INCLUSIVE OF SHIPPING TO HENDRSON COUNTY, NORTH CAROLINA			
ESTIMATED DELIVERY DATE OF VEHICLE:			

**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 120 DAYS AFTER THE BID DUE DATE UNLESS NOTED BELOW:**

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**Printed Name of Firm Representative:** \_\_\_\_\_  
**Signature of Firm Representative:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Name of Firm Submitting Proposal:** \_\_\_\_\_  
**Firm Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

### **Bidders Checklist**

- Be aware of the bid opening date and time as indicated on the first page of this proposal.
- All signatures must be by a company officer or agent who is authorized to enter into contracts and sign bid documents.
- Have you read and understood the “Terms and Conditions” and the “Instructions to Bidders” for submitting a bid?
- Have you read and do you completely understand all the specifications of this bid proposal?
- If an addendum to the specifications was issued, has it been signed and returned with this bid proposal?
- Have you enclosed statements explaining any exceptions made to the specifications?
- Have you included executed copies of the attachments?

## INSTRUCTIONS TO BIDDERS

### Section 1: Purpose

The purpose of this document is to provide general and specific information for the use by suppliers in submitting a bid to supply Henderson County with apparatus, supplies, material, and equipment listed. All bids and contracts are governed by Henderson County policy and Section 143-131 of the North Carolina General Statutes.

### Section 2: Bid Schedule

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern standard times.

Action	Time	Date
Bid issued	5:00 PM	July 21, 2023
Deadline for Questions	5:00 PM	July 25, 2023
County Responses	5:00 PM	July 27, 2023
Bids Due	3:00 PM	July 31, 2023

### Section 3: Bid Contact

Any and all questions, concerns and requests for additional information shall be directed to the Finance Department to the attention of the Purchasing Agent:

Julia Buchanan

[hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)

Subject line: Subaru Outback

### Section 4: Bidder Questions

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The Bidder shall examine this bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification, technical questions, and approval of alternate products to this bid must be received by the County no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all County requirements and terms and conditions. The County shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the County's website at

<https://www.hendersoncountync.gov/rfps>.

### Section 5: Objections to the Specifications

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Julia Buchanan, Purchasing Agent, in writing, stating and listing the specifications and objections, no later than the date shown above in Section 2, entitled "Bid Schedule," under Deadline for Questions. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Julia Buchanan, Purchasing Agent. Information obtained from other sources will not be considered in the evaluation and award of this bid.

### Section 7: Bid Options

The County reserves the right to request pricing on optional equipment or services along with the pricing for the main or primary product or items when applicable. At the discretion of the County, some or all of the options requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The bid award will be made to the lowest, responsive, responsible bidder for the main or primary product or services on the Bid Proposal Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the bid award.

### Section 8: How to Prepare Bid Proposals

Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- A. **PROPOSAL FORM:** Submit all prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
- B. **Addendum(s):** If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.
- C. **SIGNATURE: All bids must be signed by an authorized official of the company on the Bidders Signature Page.** A bid may be rejected if it shows omissions, alterations of form, additions not called for, conditional bid, or any irregularities.
- D. **TAXES: Do not include taxes in your bid prices.** Taxes must be itemized and added to invoices separately when invoicing the County. The County is required to pay sales tax. The County is exempt from Federal Excise Tax and has a Federal Tax number.

### Section 9: How to Submit Bid Proposals

- A. **SUBMIT BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- B. Bids may be submitted via email to [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)

- C. Bids may be mailed or delivered as follows:

**Mailing & Delivery Address:**

Henderson County: Subaru Outback  
Finance Department  
113 N Main Street  
Hendersonville, NC 28792

- D. Please note bids not received by the time and date specified on the Bid Proposal Form will not be opened or considered.
- E. Bidders shall provide any available product literature and manufacturer's specifications at the request of Henderson County.

**Section 10: Bid Opening**

- A. All bids will be opened at the time and place shown on the enclosed Bid Proposal Form. LATE BIDS WILL NOT BE OPENED OR ACCEPTED.
- B. Bids will be examined by the Purchasing Agent and the using department officials promptly after the opening and an award made as early as possible.
- C. Bidders may request and receive copies of the bid document and/or bid tabulation after the award of the project.

**Section 11: Award of Bid**

- A. **Standard of Bid Award Acceptance:**  
The County reserves the right to reject any and/or all bids received as allowed by law, or to select the bid which, in our opinion, is in the best overall interest of the County. The award shall be made to the lowest, responsive, responsible bidder, or bidders, taking into consideration quality, performance and the time specified in the bid for the performance of the contract.
- B. **Bid Prices:**  
All items and products proposed in response to this Bid are to be new, in un-used condition unless otherwise noted in the Minimum Specifications. All prices proposed in response to this Bid are to include all transport, freight, fuel surcharges and other fees if applicable and be delivered **FOB destination, freight prepaid and allowed** to the location provided on the County Purchase Order if not otherwise instructed within the specifications section. All items are to be packaged, and shipped or delivered safely in a protective carton, fully assembled and serviced, ready for use and operation where applicable or otherwise described within the specifications. All supplies, equipment, and apparatus must meet all Federal, State, and Local safety regulations, requirements, and guidelines, such as OSHA, EPA, US DOT, NC-DOT, NFPA, UL, etc., if so regulated.
- C. **Order of Precedence:**  
In cases of conflict between sections and provisions within the Bid document, the Order of

Precedence will be 1) the Special Conditions section specific to the Bid (if present); 2) the Minimum Specifications section specific to the Bid, 3) Henderson County Terms and Conditions; and 4) the Instructions to Bidders section of the Bid document.

**Section 12: Errors in Bids**

Bidders or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

**Section 13: Bid Tabulation**

Pursuant to NCGS 143-131, bidders may request a bid tabulation from the Purchasing Agent, after the bid has been awarded.

**Section 14: Specifications**

It is the intent of these specifications to set up minimum requirements for the **Subaru Outback** as specified. These specifications must be considered as minimum requirements. If it is necessary to bid alternate equipment or to take exceptions to the specifications as set forth, this must be so stated in your bid. Any reference to a model or brand is only to denote quality and does not mean that equal equipment will not be considered.

Equipment must meet all specifications and be the kind and type specified, or an approved equivalent. A manufacturer's build sheet of the proposed equipment shall be included in addition to the completed specifications. All bids shall include delivery time and the price quoted must be based on delivery to Henderson County, North Carolina. Quoted price(s) should not include any sales or usage taxes but should reflect the actual bid price of the equipment.

The County will entertain bids for most recent model year, current model year and or program or demo type vehicles. You must submit a separate proposal page for each type of offering with model year and style clearly defined. Should you have a "stock" (on yard in inventory) offering, please mark this proposal accordingly.

All vehicles require 6 sets of keys, temporary tag and all pertinent paperwork upon delivery. This shall include invoice, certificate of origin, odometer disclosure statement, and completed MVR-1 form. No dealer advertisement insignia is allowed on County vehicles. Only identification is OEM plates as shipped.

**I. Minimum Specifications**

Subaru Outback

- 1. Engine**
  - 2.5-liter engine; power: 182 hp @ 5,800 rpm
  - Torque: 176 lb-ft @ 4,400 rpm
- 2. Transmission**
  - Manufacturer's four-wheel independent raised suspension
- 3. Performance**
  - Traction Control System (TCS)

- Electric Power-Assisted Rack and Pinion Steering (EPAS)

#### **4. Comfort**

- Manufacturer's standard air conditioning
- Manufacturer's standard deep tinted glass
- Manufacturer's standard stereo
- Manufacturer's standard gauges including Speedometer, Odometer, Engine Coolant Temp, Tachometer, Trip Odometer and Trip Computer
- Manufacturer's standard cloth upholstery
- Keys: six (6) per vehicle, single key locking system

#### **5. Safety**

- Dual outside mirrors and inside rearview mirror
- Manufacturer's standard Interior lighting
- Manufacturer's standard air bags
- Back-up Camera
- Electronic Stability Control

#### **6. Breaks**

- 4-wheel disc brakes ABS system

#### **7. Exterior**

- Color: grey, silver, or white
- Liftgate rear cargo access
- Fixed rear window with fixed interval wipers and defroster
- Variable Intermittent Wipers
- Manufacturer's Power Door Lock Feature
- Manufacturer's Power Windows

#### **8. Tire & Wheels**

- Manufacturer's standard tires and wheels
- Temporary use spare tire
- 18x7.0-inch aluminum-alloy wheels

#### **9. Chassis/ Frame**

- 4-wheel independent raised suspension
- Exterior Color: Grey, black, white shades
- Manufacturer's standard fuel tank.
- Manufacturer's standard front and rear bumpers.

## **II. Delivery**

Delivery of the Subaru Outback will be located at Facility Services, 320 Williams Street, Hendersonville, NC 28792 with 6 sets of keys and 1 owner's manual and shall be



coordinated with Derek Mundy, Fleet Supervisor, 828.697.4836.

**III. Warranty**

Bumper to Bumper: 3 year/36,000 miles

Powertrain: 5 years/60,000 miles

Rust: 5 years/unlimited miles

**Section 16: Terms and 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.

**Section 17: Funding Source**

This request for proposals is funded with **County Funds**.

**Section 18: Attachments**

Attachment I: Vendor Information Form

## Attachment I: Vendor Information Form

<b>Attachment I: Vendor Information Form</b>			
Company/Firm Name			
Mailing Address			
Contact Name		Contact Title	
Phone Number	Fax	Email	Website
Federal Tax ID Number		Unique Entity Identification Number (SAM.gov)	
Required Documentation		Internal Routing	
Completed IRS W-9 form dated within calendar year and signed by authorized personnel.		W9 Received	YES
Minority and Women Owned Business (MWBE) certification, if applicable.		MWBE Certification Received	YES      N/A
		Unique Entity Identification Number confirmed in SAM.gov	YES