



**Henderson County Government
Invitation to Bid: Ford Ranger**

Date of Issue: September 15, 2023

Proposal Due Date: September 27, 2023

Direct all inquiries concerning this RFP to:

Julia Buchanan

Purchasing Agent

Phone: 828.694.5015

Email: 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 or via mail to the Henderson County Finance Department, 113 N. Main Street, Hendersonville, NC 28792. Bids will be due on September 27, 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 HENDERSON 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:

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	September 15, 2023
Bids Due	3:00 PM	September 27, 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
Subject line: Ford Ranger

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 6: Alternate Bids

Alternate bids are allowed. Alternate bids are those that are not identical by manufacturer and/or model or has substantially different specifications than what is outlined within the bid document. When alternate bids are submitted, the bidder must submit documentation for review as a part of the bid to show that the product meets or exceeds the specifications of the item(s) referenced in the specifications. It shall be the bidder's responsibility to show that the alternate bid submission is equivalent to what is being procured. Bidders may submit multiple bids on various manufacturers' brands/models.

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

Mailing & Delivery Address:

Henderson County: Ford Ranger
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

**Quantity: (1) Ford Ranger
Model: 2023 or 2024 New Ford Ranger**

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. Bidders may submit bids for on lot or previous model year vehicles in new condition.

*****Standard Equipment Plus*****

I. General

A. Color: Please indicate color options available below

- B. Crew Cab
- C. Minimum Wheelbase of 128"
- D. Minimum GVWR of 5,800 lbs.
- E. 4 Wheel Drive

II. Powertrain

- A. Engine: 2.3L EcoBoost
- B. Transmission: 10-Speed Automatic
- C. 3.73 Axle Ratio

III. Exterior

- A. LED Reflector Headlamps

- B. Halogen Fog Lamps
- C. Tires: 255/70R17 All-Terrain BSW
- D. Wheels: 17" Silver-Painted Aluminum

IV. Interior

- A. Premium Cloth Front Bucket Seats
- B. 8-way manual adjustable driver including lumbar
- C. 6-way manual adjustable passenger seat
- D. Radio: AM/FM w/Bluetooth
- E. 6 speakers and A and C USB ports
- F. Power windows and door locks

V. Options (Please Indicate Cost)

Cost

- A. Black Running Boards _____
- B. Tough Bed Spray-In Bedliner _____

VI. Warranty:

Bumper to Bumper: 3 year/36,000 miles
 Powertrain: 5 years/60,000 miles

VII. Delivery

- a. All vehicles shall be delivered to Henderson County at the address listed below:
 Henderson County Garage
 2523 Asheville Highway
 Hendersonville, NC 28791
- b. Delivery should be coordinated with Derek Mundy, Garage Supervisor at 828-697-4836

VIII. Title Information

County of Henderson
 113 North Main St
 Hendersonville, NC 28792

IX. Required Paperwork

All vehicles require temporary tag and all pertinent paperwork upon delivery. This shall include invoice, certificate of origin, odometer disclosure statement, and completed MVR-1 form.

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

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

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	<input type="checkbox"/> YES
Minority and Women Owned Business (MWBE) certification, if applicable.		MWBE Certification Received	<input type="checkbox"/> YES <input type="checkbox"/> N/A
		Unique Entity Identification Number confirmed in SAM.gov	<input type="checkbox"/> YES