



Henderson County Government
ITB: Purchase and Installation of Mobile Office Trailer
Bid No: FY24-03

Date of Issue: December 20, 2023
Proposal Due Date: January 4, 2024, at 3:00 PM EST

Direct all inquiries concerning this ITB to:

Doug Guffey

Purchasing Agent

Phone: 828-694-5023

Email: hcpurchasing@hendersoncountync.gov

BID PROPOSAL FORM

GENERAL

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, and equipment and/or services. Bids may be submitted via email to hcpurchasing@hendersoncountync.gov or via mail to the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792. Bids will be due on January 4, 2024, at 3:00PM EST.

PRICING

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

Base Bid

The base bid price indicated above is for a turnkey purchase and installation of a mobile office trailer and shall be inclusive of all applicable fees and taxes.

OFFER AND ACCEPTANCE

Henderson County seeks offers for the procurement and installation services described in this solicitation. The County's acceptance of any offer must be demonstrated by execution of the acceptance found below. Acceptance shall create a contract having an order of precedence as follows: In cases of conflict between documents comprising the contract, the order of precedence shall be (1) special terms and conditions specific to this ITB/RFQ, (2) specifications and requirements under the Instruction to Bidders, (3) Henderson County Terms and Conditions of this ITB/RFQ, and (5) the agreed portions of the awarded Vendor's offer. **No contract shall be binding on the County until an encumbrance of funds and preaudit has been made for payment of the sums due under the contract.**

EXECUTION

In compliance with this Invitation for Bid / Request for Quote, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all services or goods upon which prices are offered, at the price(s) offered herein, within the time specified herein. By executing this offer, I certify that this offer is submitted competitively and without collusion.

Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers are not acceptable.

OFFEROR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY, STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO
PRINT NAME & TITLE OF PERSON SIGNING:	FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:

Offer valid for ninety (90), days from date of offer opening unless otherwise stated here: _____ days.

ACCEPTANCE OF OFFER

If any or all parts of this ITB/RFQ are accepted, an authorized representative of Henderson County shall affix their signature hereto. A copy of this acceptance will be forwarded to the successful vendor(s).

<p><u>FOR COUNTY USE ONLY</u></p> <p><i>Offer accepted and contract awarded pursuant to Purchase or Contract Order number _____ this _____ day of _____, 20____, as indicated on attached certification,</i></p> <p><i>by _____ (Authorized representative of Henderson County).</i></p> <p>This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act. N.C.G.S. 159-28(a).</p> <p>_____</p> <p>Henderson County Finance Director</p>
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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 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?
- Have you submitted the requested number of copies of your proposal and included all the requested literature and specifications?
- If an addendum to the specifications was issued, has it been signed and returned with this bid proposal?
- Have you included a Certificate of Insurance with minimum limits provided herein naming Henderson County as additionally insured?
- 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 purchase and installation of a mobile office trailer. 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	December 20, 2023
Deadline for Questions	5:00 PM	December 28, 2023
County Responses	5:00 PM	December 29, 2023
Bids Due	3:00 PM	January 4, 2024

Section 4: Bid Contact

Any and all questions, concerns, request for additional information, and alternate product considerations shall be directed to the Henderson County Finance Department to the attention of the Purchasing Agent:

Doug Guffey
hcpurchasing@hendersoncountync.gov

Section 5: 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 6: 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 Doug

Guffey, 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. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. 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 Doug Guffey, Purchasing Agent. Information obtained from other sources will not be considered in the evaluation and award of this bid.

Section 7: Alternate Bids

Alternate bids are allowed. Alternate bids are those that are not identical by manufacturer and model to what is outlined within the bid document or one which has substantially different specifications to what is outlined in 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 responsibility of the bidder to show that the alternate equipment is equivalent and conforms to the specifications contained herein. Bidders may submit multiple bids on various manufacturers' brands/models.

Section 8: 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 9: 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.

- I. **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.
- II. **Addendum(s):** If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.
- III. **SIGNATURE:** All bids must be signed by an authorized official of the company.

Section 10: How to Submit Bid Proposals

- I. **SUBMIT BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- II. Bids may be submitted via email to hcpurchasing@hendersoncountync.gov.
- III. Bids may be mailed or delivered as follows:

Mailing & Delivery Address:

ITB: Purchase & Installation of Mobile Office Trailer

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

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

Section 11: Bid Opening

- I. 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.**
- II. 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.
- III. Bidders may request and receive copies of the bid document and/or bid tabulation after the award of the project.

Section 12: Award of Bid

- I. **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.
- II. **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.

Section 13: 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 14: Bid Tabulation

Bidders may request a bid tabulation from the Purchasing Agent, after the bid has been awarded (NCGS 143-131(a)).

Section 15: Specifications

I. Overview:

It is the intent of these specifications to set up minimum requirements for the **purchase and installation of a mobile office trailer** 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.

II. Specifications

1. General
 - a) 14 X 56 NC Business Coded Modular
2. Framing
 - a) 2' X 6' Walls interior and exterior
 - b) Floor Joists 2' X 8'
3. Interior
 - a) Layout
 - i. Shall have (2) 9' X 12' offices with deadbolt locks on office doors.
 - ii. ADA Compliant Bathroom
 - b) Walls
 - i. 5/8" Vinyl Covered Gypsum
 - c) Ceiling
 - i. 8" Ceiling Height
 - ii. Finish Seaspray
 - d) Flooring
 - i. Armstrong VCT
4. Exterior
 - a) Hi Rib Steel
 - b) Doors
 - i. (2) Steel 36" X 80" with view block and deadbolts
 - c) Windows
 - i. (4) 24" X 54" with vertical slide
 - d) Skirting
 - i. Vinyl skirting
5. Furnishings
 - a) Cabinets
 - i. 5' of base with sink and overhead cabinets
 - ii. Formica Countertops
6. Electrical
 - a) Electrical Panel
 - i. 125 AMPS 240 Volts
 - b) Surface Mounted LED Lights
 - c) Dedicated receptacle for the refrigerator
 - d) GFI on each entry and exit door located on the building exterior.

- e) GFI OUTLETS in the bathroom and kitchen
- f) LED Lighting on each corner of the exterior of the building
- g) 4 receptacles shall be located in each office.
- 7. Plumbing
 - a) Pex supply lines
 - b) Plumbing for Ice Maker
 - c) High / Low water cooler
- 8. HVAC
 - a) one 3-ton Bard wall hung unit with thermostat.
- 9. Ramps & Steps:
 - a) 40' Switchback ramp and (1) OSHA Steps. Pricing on Aluminum (delivered and installed)

III. Rendering

- 1. A rendering of the proposed layout of the mobile office shall be provided inclusive of the specifications above. This rendering may be modified at the request of the County should modifications be needed upon award to the lowest, responsive, responsible bidder.

IV. Installation

- 1. Bidder shall provide a turnkey project inclusive of all labor, materials, supervision, disposal fees, taxes as applicable.
- 2. Owner shall be responsible for utility connections.
- 3. Anchoring to meet local code requirements shall be utilized to secure the mobile trailer to the ground.
- 4. Install all materials and equipment in accordance with NC building code, manufacturer's instructions, and warranty requirements.
- 5. Contractor must submit a timeline for the beginning and completion of the project.
- 6. Cleanup of all affected work areas shall be completed daily.

V. Warranty

- 1. The installation services and materials furnished by the contractor, or any subcontractors shall be free from any defects in workmanship for a period of one year from the date of final payment.

VI. Acceptance of Work

- 1. Bidder shall perform a final walk through with a County representative upon completion.
- 2. Henderson County shall receive all inspections, certifications, and permits required by local and State agencies as applicable. Henderson County is to receive written copies of all.
- 3. Henderson County shall receive all warranties, maintenance manuals, product data, and closeout documents as applicable.
- 4. Shall provide a full set of engineered record drawings of the mobile office at completion.

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 Invitation to Bid (“ITB”).

Any attempt by a proposed contracting party (the “Bidder”) under the ITB to exclude any of these Terms and Conditions shall cause any bid or proposal made in response to this ITB 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 ITB 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: Minimum Insurance Requirements

Bidder shall provide an Insurance Certificate naming Henderson County as **additionally insured** per the attached certificate of insurance. Should different insurance limits be established between the vendor and the County, the Certificate of Insurance with Henderson County named as additional insured shall be contained herein.

Required Coverage	Minimum Insurance Limits
Workers' Compensation	Statutory/Employers Liability: \$500,000/\$500,000/\$500,000
General Liability	\$1M per occurrence/\$2M aggregate
Automobile	\$1M per occurrence/Combined Single Limit
Additional Insured Status	Required

Section 18: Funding Source

This invitation to bid is funded in its entirety with **County Funds**.

Section 19: 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	