



Henderson County Government
ITB: Henderson County Library Bookmobile

Date of Issue: May 29, 2024

Bid Due Date: June 14, 2024, at 3:00 PM EST

Direct all inquiries concerning this ITB to:

Doug Guffey

Lead Purchasing Agent

Phone: 828-694-5023

Email: hcpurchasing@hendersoncountync.gov

BID FORM

GENERAL

Pursuant to the General Statutes of North Carolina and 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit, as applicable, sealed bids, subject to the conditions and specifications herein, are invited for furnishing the following apparatus, supplies, materials, equipment, and/or services. All bids will be received by the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792, June 14, 2024, at 3:00 PM EST, at which time the sealed bids will be publicly opened and read.

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/or services called for in the manner prescribed in the specifications and instructions to bidders for the following price:

DESCRIPTION (YEAR, MAKE, MODEL)	QTY	UNIT PRICE	EXTENDED PRICE

UPFITTING OF VEHICLE	
SHIPPING TO HENDERSON COUNTY, NC	
APPLICABLE SALES TAX	
GRAND TOTAL FOR ALL GOODS AND/OR SERVICES.	
ESTIMATED DELIVERY DATE OF EQUIPMENT	

OFFER AND ACCEPTANCE

Henderson County seeks offers for the goods and/or 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 (4) 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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BIDDER'S CHECKLIST

- Be aware of the bid opening date and time as indicated on the first page of this bid.
- You must submit **sealed bids in hard copy format**. Ensure your bid is properly addressed and clearly marked.
- 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?
- Have you submitted the requested number of copies of your bid 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?
- 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 of a **bookmobile for the Henderson County Library**. All bids and contracts are governed by Henderson County policy, Section 143-129 of the North Carolina General Statutes, and 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit as applicable.

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. All listed times are Eastern standard times.

Action	Time	Date
Bid issued	5:00 PM	05/29/2024
Deadline for Questions	5:00 PM	06/05/2024
County Responses	5:00 PM	06/07/2024
Bids Due	3:00 PM	06/14/2024

Section 3: 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 Lead Purchasing Agent:

Doug Guffey
hcpurchasing@hendersoncountync.gov

Note: Bids shall be submitted sealed as provided herein. Bids cannot be submitted via email.

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 Doug Guffey, Lead 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, Lead 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 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 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 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 Bids

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. Prices are to remain firm for the period stated herein.

- I. **BID FORM**: Submit all prices and offers on the **BID FORM(S)** provided herein. All bids must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative.
- 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 on the Bidders Signature Page.

Section 9: How to Submit Bids

- I. **SUBMIT SEALED BIDS ON THE BID FORM PROVIDED HEREIN.**
- II. Provide (2) complete sets of your bid on the BID FORM PROVIDED HEREIN in hard copy paper format (on 8-1/2" x 11" size paper, printed one side, only bound with a single staple in the upper left corner or with a single removable clip (no 3-ring binders) and must be SEALED in an envelope. **NO EMAIL OR FAX BIDS WILL BE ACCEPTED.**
- III. All bids must be mailed or delivered as follows in enough time to ensure receipt by the Purchasing Agent for this purpose on or before the time and date specified on the Bid Form. Bids not received by the time and date specified on the Bid Form will not be opened or considered.

Mailing & Delivery Address:

ITB: Henderson County Library Bookmobile
Henderson County Finance Department
Historic Courthouse Annex
113 N. Main Street
Hendersonville, NC 28792

- IV. Bidders shall provide any available product literature and manufacturer's specifications at the request of Henderson County.

Section 10: Bid Opening

- I. Bids will be opened and read at the time and place shown on the enclosed Bid Form. No official award will be made at the Bid Opening. All bidders are welcome to attend the bid opening. **LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**
- II. Bidders may review and request copies of the bid documents after the public bid opening has concluded.
- III. 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. No bids may be withdrawn except for as provided herein.

Section 11: 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.

III. **Bid Award Approval:**

The Henderson County Board of Commissioners will approve the award of the bid at a designated meeting.

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

Bidders may request a bid tabulation from the Purchasing Agent, after the public bid opening.

Section 14: Specifications

I. **Overview:**

It is the intent of these specifications to set up minimum requirements for **one Bookmobile for the Henderson County Library** 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**

Compliance/Exception

1. General:

- A. Shall contain standard equipment options
- B. Minimum GVWR: 9,350
- C. Minimum Wheelbase: 148"
- D. Dual Rear Wheel
- E. High Roof
- F. Color: White

2. Motor & Transmission:

- A. Minimum 3.5L V6
- B. Minimum 9 speed automatic transmission

3. Interior:

- A. Minimum interior height of 6' 5"

4. Added Options:

- A. Extended Length Running Boards

- B. Glass in sliding and Rear Doors _____
- C. B-Pilar Assist Handle _____
- D. D-Pilar Assist Handles _____
- E. Driver controlled Rear Heat/AC _____
- F. Digital Rear View Mirror _____
- G. 2 Additional Keys _____
- H. Lockable Door Bulkhead _____
- I. Dual Batteries _____
- J. Reverse Brake Assist _____
- K. Blind Spot Assist _____
- L. Back up Alarm _____
- M. Cargo Hooks in Cargo Area _____

5. Upfitting of Vehicle:

A. Vehicle Electrical System Requirements

- 1. Vehicle shall be able to operate as a bookmobile for a minimum of 4 hours while vehicle is not running. _____
- 2. Vehicle shall be able to plug into a 110 Volt outlet and operate the cargo area of the vehicle and external lights. _____
- 3. Shall have a minimum number of 2 inverters _____
- 4. Gas or diesel-powered generators are prohibited _____

B. Furniture Color Selection

- 1. Furniture color shall be selected at the time of order placement _____

C. Interior

- 1. Desk behind partition (can be drop leaf) approximately 24x28 with room for chair _____
- 2. Dry erase board mounted above desk. _____
- 3. Three (3) Acore shelving units 36" wide, 6" high with top 3 shelves 9" deep, bottom shelves 11" deep. Shelves should have a lip to keep items from sliding off _____
- 4. 2 shelving units 36" wide 6' high all shelves 9" deep. Shelves should have a lip to keep items from sliding off _____
- 5. Space to strap tables & chairs to side wall _____
- 6. Interior cabinets for storage of Wi-Fi, Modem, AC controls, etc. _____
- 7. Rubberized flooring _____

D. Electrical

1. Two 12 GFCI volt outlets and d/c power strips along desk and work area for equipment charging and use.
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E. Lighting

1. Full compartment LED Lighting
 2. The switch for the lights shall be located in the dash of the driver side of the vehicle
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F. Exterior

1. Manual Exterior awning shall be a minimum of 9’ long and 8’ Wide over sliding side door. Color of awning to be determined by Library staff.
 2. Minimum 1,000 lb. Wheelchair lift. (Interior mounted lift accessible from rear of units for loading and unloading of individuals and book carts.)
 3. Flood lights on all corners of vehicle
 4. Grip steps to be installed
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G. Technology

1. 8-IN-1 dome antenna kit
 2. Wireless router WWAN 4 port switch 1GbE Wi-Fi 6 LTE, Bluetooth Dual Band 5G
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III. Interior Drawing

A rendering of the proposed layout of the bookmobile shall be provided inclusive of the specifications above. This rendering may be modified at the request of the County. Modifications to the layout cannot result in a change in price and may be made upon award to the lowest, responsive, responsible bidder.

IV. Warranty

1. Minimum Warranty: 3-year 36,000-mile with 5-year 60,000-mile Powertrain limited.

V. Delivery

1. Equipment shall be delivered to Henderson County at the address listed below:

Henderson County Garage
 2523 Asheville Highway
 Hendersonville, NC 28791

VI. Titling

1. Vehicle(s) or equipment shall be titled as follows:

County of Henderson
113 N Main St
Hendersonville, NC 28792

Section 15: Minority & Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 as well as 2 CFR 200.321 of the Uniform Administrative Requirements, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

Section 16: Contracting

The contract shall incorporate and be in compliance with all provisions within Section 17: Terms & Conditions as well as Attachment I: Funding Procedural Requirements Addendum.

In addition, the contract, and all contracts drafted by the successful firm for purchase, construction, and other services to be provided on this project, shall incorporate, and comply with all Federal Uniform Guidance policies and procedures currently or in the future adopted by the Henderson County Board of Commissioners. "Federal Awards Allowable Costs/Cost Principles" as it relates to the American Rescue Plan Expenditures, https://www.hendersoncountync.gov/sites/default/files/fileattachments/board_of_commissioners/meeting/132661/d.b.pdf must be followed as approved or amended by the Henderson County Board of Commissioners, https://www.hendersoncountync.gov/sites/default/files/fileattachments/board_of_commissioners/meeting/132671/ca.a.pdf, ...and such other and further policies, procedures, and contract addenda that the County may adopt regarding to expenditures of Fiscal Recovery Funds (State or Local) under the American Rescue Plan Act, Pub. L. No 117-2.

Notification of compliance with these contract provisions shall be submitted to the Henderson County Finance Department quarterly from the date of execution of the contract.

Section 17: Terms and Conditions

Any bid 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_conditions.15.23_0.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 bid or proposal.

Section 18: Funding Source

This request for bids is funded with federal grant funds. 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit is applicable as contained herein.

Section 19: Attachments

Attachment I: Vendor Information Form

Attachment II: Funding Procedural Requirements Addendum