



Henderson County Government
ITB: Purchase of Detention Vehicle (Rebid)

Date of Issue: 06/17/2026

Bid Due Date: 06/26/2026 by 4:00pm EST

Direct all inquiries concerning this ITB to:

Doug Guffey

Purchasing Agent

Phone: 828-694-5023

Email: hcpurchasing@hendersoncountync.gov

BID FORM

GENERAL

Pursuant to the General Statutes of North Carolina **formal, sealed, bids** subject to the conditions and specifications herein, are invited for furnishing the following apparatus, supplies, materials, equipment. All bids will be received by the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792, June 26, 2026, at 4:00pm 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 called for in the manner prescribed in the specifications and instructions to bidders for the following price:

DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE

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

OFFER AND ACCEPTANCE

Henderson County seeks offers for the goods and 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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Bidders 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 detention vehicle**. All bids and contracts are governed by Henderson County policy and Section 143-129 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	06/17/2026
Bids Due	4:00 PM	06/26/2026

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

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, 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 6: 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. Also, prices are to remain firm for the period stated herein.

I. **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.

II. **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.

III. **Addendum(s):** If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.

IV. **SIGNATURE:** All bids must be signed by an authorized official of the company on the Bidders Signature Page.

Section 7: 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: Purchase of Detention Vehicle
Henderson County Finance Department
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 8: 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 9: Standard of Award

- I. 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 Award Approval:**
The Henderson County Board of Commissioners will approve the award of the bid at a designated meeting.

Section 10: 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 11: Bid Tabulation

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

Section 12: Specifications

- I. **Overview:**
It is the intent of these specifications to set up minimum requirements for the **purchase of one detention vehicle** 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

- a. General
 1. 2026 Ford Transit 250 Cargo Medium Roof Cargo Van
 2. Minimum wheelbase of 148"
 3. Shall include all standard equipment
 4. Color: Black
- b. Options
 1. 16" Alloy Rims
 2. Cloth bucket seats with arm rests
 3. Long arm power heated adjustable mirrors
 4. Front overhead shelf
 5. Front only carpet floor covering
 6. Driver controlled rear heat/ac
 7. AM/FM Stereo with Sync4 / Sirius XM
 8. Dual AGM Batteries
 9. 2 Additional Keys
 10. Adaptive Cruise Control
 11. Reverse Sensing System
 12. High Res Camera
 13. Back up Alarm

III. PVT Insert & Lighting Upfit

- a. 1- Havis unit **PT-F06-120-3** Prisoner Transport Insert
- b. 1- EMPTC00SMR Mpower arrow light stick prefers (BA/RA/BA/RA/BA/RA/BA/RA)
- c. 10- 2X4 RBW Stud MNT EMPSA05C3-8 (4- windshield, 1- ds mirror, 1 ps mirror, 1- ds front fender, 1- ps front fender, 1- ds rear fender, 1- ps rear fender)
- d. 14- EMPS2STS5RBW (4- in grill, 5 ds rocker, 5- ps rocker)
- e. 14- PMP2BKDGJ brackets (4- in grill, 5 ds 5- ps)
- f. 2- EMPS2QMS5RBW (mounted on front tag bracket)
- g. 2- ETSS100J 100 watt siren speakers
- h. 1- ETSKLF101-LF speaker with amplifier need bracket.
- i. 10- PMP2WDG35B 35 degree wedge for rocker lights (5-ds, 5-ps)
- j. 8- EMP52ST55RBA (4 under doors on rear, 2- tag, 2- other back door under window)
- k. 1- ETS462HPP-EXT remote handheld 200watt siren and light controller
- l. 4- PMP5AWSSSB Single shrouds 2x4 for front windshield
- m. 2-PMP2BKUMB4 Mirror brackets (1-ps, 1 ds)
- n. Installation of owner supplied Motorola M500 in car video system and Kenwood Radio
- o. Safety screws shall be utilized on the interior of the cage
- p. Vent holes shall be covered with clear plastic panels
- q. Seams shall be filled within the inside of the cage

IV. Warranty

- a. Minimum Warranty: Powertrain 5 year/60,000 miles

V. Delivery

- a. Equipment shall be delivered to Henderson County at the address listed below:
Henderson County Garage

**2523 Asheville Hwy
Hendersonville, NC 28791**

VI. Titling

- a. Vehicle shall be titled as follows:

**County of Henderson
113 N Main St.
Hendersonville, NC 28792**

Section 13: County 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 bid or proposal.

Section 14: Funding Source

This invitation to bid is funded with **County Funds**.

Section 15: Attachments

Attachment I: Vendor Information Form