



Macon County
North Carolina



**REQUEST FOR BIDS AND PROPOSALS
BID REQUEST NO. 4310-08**

**PATROL VEHICLES FOR THE
MACON COUNTY
SHERIFF'S OFFICE**

ISSUE DATE: AUGUST 2, 2019

**BID OPENING DATE:
AUGUST 9, 2019
3:00 P.M.**

**ISSUED BY: MACON COUNTY FINANCE DEPARTMENT
5 WEST MAIN STREET
FRANKLIN, NC 28734
PHONE: (828) 524-1640
LINDSAY LEOPARD, PURCHASING AGENT**

**BIDS ARE TO BE SEALED AND MAILED VIA USPS TO THE ABOVE ADDRESS OR DELIVERED TO THE
PURCHASING AGENT'S OFFICE LOCATED IN THE MACON COUNTY ANNEX BUILDING AT 5 WEST MAIN
STREET, FRANKLIN, NC 28734**

MACON COUNTY, NORTH CAROLINA

FINANCE DEPARTMENT

Bid Request No. 4310-08

August 2, 2019

REQUEST FOR FORMAL BIDS AND PROPOSALS ON PATROL VEHICLES FOR MACON COUNTY SHERIFF'S OFFICE

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, sealed bids and proposals, subject to the conditions and specifications herein, are invited for furnishing the following equipment, materials, services or repair work. **All bids will be received by the Macon County Finance Department until 3:00 p.m. local time on Friday, the 9th day of August, 2019, at which time they will be publicly opened and read.**

MAILING INSTRUCTIONS

1. Bidder submit a complete, fully executed bid document.
2. If mailed, bid should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.

MACON COUNTY FINANCE DEPARTMENT ATTN: LINDSAY LEOPARD 5 WEST MAIN STREET FRANKLIN, NC 28734 BID REQUEST NO 4310-08

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Macon County Finance Department, 5 West Main Street, Franklin, NC 28734.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THUS DELAYED WILL NOT BE CONSIDERED.

GENERAL CONDITIONS

- 1. All bids and proposals shall be for furnishing apparatus, supplies, materials, equipment and/or work and services in accordance with the applicable plans and specifications prescribed by Macon County. From the date shown until the date of opening the bids, the plans and specifications of proposed work and/or a complete description of the apparatus, supplies, materials, equipment, and/or work and services will continue to be on file in the Finance Department of Macon County, Franklin, NC., during usual office hours, and available to prospective bidders.**

- 2. Time, in connection with discount offered, will be computed from the date of delivery of the supplies or materials on delivery at destination when final inspection and acceptance are at those points. Guaranteed maximum price must be shown in all bids.**

- 3. In case of default of the contractor, the County may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.**

- 4. Payment by County due thirty days after delivery in Macon County and acceptance unless otherwise specifically provided, subject to any discounts allowed.**

- 5. Governing Law. This Invitation for Bids and any resulting contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this bid or resulting contract shall be brought in the General Court of Justice in the County of Macon and the State of North Carolina.**

SPECIAL TERMS AND CONDITIONS FOR THREE (3) PATROL VEHICLES FOR THE MACON COUNTY SHERIFF'S OFFICE

1. DETAILED SPECIFICATIONS: Detailed specifications for this equipment are included as an attachment with the bid request.
Bids to be submitted in accordance with the attached specifications and these Special Terms and Conditions, both of which require doing all that is necessary, proper, or incidental to the furnishing of the equipment identified herein. All things not expressly stated in the attached specifications or Special Terms and Conditions but involved in carrying them out must be included in the bidder's proposal as though they were specifically stated. It is the sole responsibility of the Bidder to insure that the Bidder's proposal reaches the Issuing Department by the designated time and date. No electronic or faxed bids will be accepted.
2. NOTICE TO BIDDERS: All bids are subject to the provisions of the instructions to Bidders, Special Terms and Conditions specific to this Request for Bids and Proposals, the Specifications, and General Contract Terms and Conditions. Macon County objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any response appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of a proposal, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
3. ISSUING DEPARTMENT: This bid request is issued by Macon County Finance Department, 5 West Main Street, Franklin, North Carolina 28734. All correspondence and inquiry should be made to this address.
4. CLARIFICATIONS/INTERPRETATIONS: Any and all questions regarding this document must be addressed in writing to the Macon County Finance Department. Questions regarding specifications to be directed in writing to Lindsay Leopard, Purchasing Agent, Monday through Friday, 8:00 a.m. – 5:00 p.m. Fax (828) 349-2520 or email lleopard@maconnc.org. Questions and responses will be provided to all bidders by issuance of an Addendum. Any Addenda will be made available on the County's website, www.maconnc.org.
5. COMPLIANCE WITH RULES AND REGULATIONS: The equipment furnished must comply with all applicable provisions of the Occupations Safety and Health Act (OSHA), the American National Standard Institute (ANSI) and the Federal Motor Vehicle Standards of the U.S. Department of Transportation. The equipment furnished shall be capable of passing any applicable N.C. State motor vehicle inspection.
6. GENERAL REQUIREMENTS: The equipment furnished shall be new and unused and the manufacturer's latest listed and published stock model, or models which meet all

the applicable requirements of these specifications. Specifications may require that certain makes and models of vehicles, auxiliaries and/or accessories be provided.

7. MINOR DEVIATIONS/EXCEPTIONS TO SPECIFICATIONS:
 - a. Minor deviations from the provisions of these specifications may be considered to permit manufacturers to follow their standard manufacturing processes; however, all proposed minor deviations must be explained in writing and submitted with the bidder's proposal.
 - b. Addendum: If it becomes necessary to revise any part of the bid, a written addendum will be provided to all bidders. Bidders shall acknowledge receipt of any amendment/addendum by returning a signed copy with their proposal. All addenda are to become a part of the bid documents and subsequent contract award(s).
8. NONCONFORMING TERMS AND CONDITIONS: A bid response that includes terms and conditions that do not conform to the terms and conditions in this bid document is subject to rejection as nonresponsive.
9. BIDDERS SUBMITTALS: Bidder must furnish all information requested herein including descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection. All documents submitted should bear the name of the bidder and the Bid Number.
10. EXPENSES INCURRED IN PREPARING BID: Macon County accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.
11. CONTRACT/AWARD: Pursuant to the laws governing public contracts in North Carolina, the County's RFB#4310-08, successful bidder's/vendor's response to this *Request for Bids and Proposals* and any addenda thereto, plus the County's issuance of a *Macon County Purchase Order* for the proposed goods and/or services shall constitute a binding contract.
12. OPTION TO PURCHASE ADDITIONAL REQUIREMENTS: Subject to the successful bidder's acceptance, the County reserves the option to purchase additional equipment as specified herein at the price bid and awarded in this *Request for Bids and Proposals*.
13. INDEMNIFICATION: To the fullest extent allowed by the applicable law, the bidder/vendor covenants to save, defend, keep harmless, and indemnify Macon County and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost (including court costs and attorney's fees, charges, liability, and exposure, however, caused) resulting from, arising out of, or in any way connected with the bidder's/vendor's performance or nonperformance of the terms and contract. This Indemnification shall survive the termination of the contract.

14. ASSIGNMENT: During the performance of the contract, the bidder/vendor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of Macon County.
15. The vendor shall be responsible for seeing that any and all laws of the State of North Carolina concerning certificate of origin, title, transit or transportation documents are complied with in all respects.
16. Where reference is made to equipment to be “furnished” or “provided” by the bidder these words shall be read to mean suitably installed on each piece of equipment.
17. VENDOR SUPPORT/SERVICE AND PARTS: The vendor and/or manufacturer bidding on these specifications must describe in writing to be submitted with their bid, its ability to provide repair parts and technical service in the form of a service representative, including the maximum time from receipt of notice to arrival of parts or the service representative. The manufacturer, whether they are the vendor or not must be satisfactory to Macon County from the standpoint of experience, reliability, and demonstrated ability to manufacturer equipment comparable as to size and type as that required by the specifications, and shall have manufactured and sold equipment of the size and type specified which has operated satisfactorily in the field for a minimum of one year. Macon County reserves the right to reject bids from vendors that have failed to perform satisfactorily under previous contracts with Macon County and/or vendors that cannot produce satisfactory evidence that they can furnish promptly all spare parts needed for ordinary service and repair of the equipment herein specified.
18. INSPECTION, TRAINING, PERFORMANCE TEST AND ACCEPTANCE:
 - a. Upon delivery, the equipment will be subject to inspection to verify conformance with specifications by the Director of Fleet Management and the staff of the Sheriff’s Office.
 - b. Upon completion of the initial inspection and prior to performance testing by the County, the vendor could be required to conduct on-site technical training of the County personnel in operation and maintenance procedures.
 - c. Upon completion of on-site training, the equipment may be required to undergo on route testing prior to acceptance. Performance testing will be performed by County personnel during regular scheduled work days.
 - d. Any defects or failure of equipment to perform or comply with any requirements of the County specifications must be immediately remedied by the vendor at the vendor’s own expense prior to acceptance by the County.
 - e. The successful bidder/vendor agrees to indemnify and hold harmless Macon County against any and all claims or causes of action for property damage or personal injury arising out of or relating to the negligence of the successful bidder/vendor, its officers, employees or agents during the test period for the operation of the vehicle prior to acceptance of the vehicle by Macon County.

19. WARRANTY: Bidder to include the warranty provisions as outlined in the bid specifications.
20. TAX EXEMPTIONS: Macon County is exempt from Federal Excise Tax but not State and Local Tax. Sales tax shall not be included in bid prices, but shall be shown as separate items.
21. DELIVERY: Delivery shall be made FOB: Macon County Garage, 42 Panel Lane, Franklin, North Carolina 28734. Bidder should give minimum seven (7) days notice of delivery of vehicles to Chris Queen, Director of Fleet Management. Telephone number (828) 349-2292. County does not take possession of the vehicles until all the requirements of paragraph 18 above are met.
22. EVALUATION AND SELECTION OF BIDS: The evaluation of vendor bids shall center on the match between the stated specifications and other requirements included in the final bid request and the vendor's proposal including selection of the lowest responsible bidder, with the consideration of past performance, service record, and reliability. The statutory provisions controlling purchasing by local governments in North Carolina General Statutes 143 includes selection standards for use in making of awards. The provision reads, "All contracts shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract." Macon County reserves the right to accept or reject any or all bids and proposals and further specifically reserves the right to make the award or awards in the best interest of Macon County.
23. E-VERIFY: Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
24. In addition, the successful Proposer shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, the successful Proposer shall maintain, at its expense, the following minimum insurance coverage:
 - \$1,000,000 per occurrence/\$2,000,000 aggregate—General Liability, including product/completed operations, and
 - \$1,000,000 per occurrence—Combined Single Limit Commercial AutomobileAll such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina.
25. All bids shall be made firm for no less than sixty (60) days.
26. This Request for Bids and Proposals is subject to the availability of funds for this Project.

Macon County Sheriff's Office

Specifications for Patrol Vehicles SUV Type Pursuit Rated

NOTE: All bidders shall respond to each category below. Any "NO" responses or deviations shall be explained in the space provided. If complies, put a check mark in the appropriate box.

	Quantity of Four (4)
1	Four door full size sport utility vehicle, four wheel or all-wheel drive. Pursuit rated.
2	Wheel base 116 inches or equivalent for SUV
3	Air conditioning, Factory installed
4	Alternator 160 amp
5	Battery, heavy duty 12 volt, auxiliary battery power terminal
6	Brakes, anti-lock braking system, four wheels
7	Cooling system, heavy duty
8	Differential, heavy duty manufactures standard ratio
9	Electric windows all four doors
10	Engine, 6 or 8 cylinder (Eco Boost or equivalent)
11	Front floor covering, factory standard Rear floor covering, vinyl with removable front floor mats
12	Dome light, automatic (activated by the front and rear doors) located in the center of the ceiling. Map reading light mounted on the ceiling between the two sun visors and controlled by a separate switch adjacent to the light.
13	Halogen type head lights
14	Glove compartment light and door lock
15	Mirrors, interior with day/night adjustment
16	Dual exterior mirrors, remote controlled on left and right side
17	Rear window defroster, electric
18	Paint, manufacture's standard clear coat charcoal grey solid color
19	Locks power, all locks on vehicle to be keyed alike. Remote keyless entry. Three keys for each vehicle, Three remotes – Three keys
20	Radio, manufacture's standard am/fm stereo w/ clock
21	Remote hood release inside
22	If day time running lights are furnished a means of temporarily disabling them, like a switch convenient to the seated driver must be furnished, otherwise the DRL must be disabled.
23	Rear lift gate with wiper and washer
24	Coil on plug type ignition
25	Seats, front bucket cloth adjustable. Rear, bench type, vinyl only charcoal color
26	Seat belt and shoulder harness, attachment to door not acceptable
27	Speedometer certified calibrated, 2 MPH increments, max. 3% error, approx 0-160 MPH indicator
28	Tilt steering wheel, cruise control, power steering
29	Power steering
30	Tires, five, tubeless radial, back side wall, all season tread, approved and certified for

	pursuit use on the specific model and configuration of vehicle offered.
31	Wheels, five, steel with center caps
32	Transmission, automatic heavy duty with external cooler
33	Windshield wipers, multiple speed electronic intermittent type, with windshield washer
34	Driver's and front passenger inflatable restraint system
35	Under hood mounted light
36	Electronic stability control or equivalent
37	Tire pressure monitoring system.
38	Theft deterrent
39	Wiring assembly, police package, pig tail if available
40	Left Hand Post LED Spot Light

******NO PARTIAL BIDS OR SUBSTITUTIONS WILL BE ACCEPTED******

Delivery shall be made FOB: Macon County Garage, 42 Panel Lane, Franklin, North Carolina 28734. Firm should give minimum seven (7) days notice of delivery of equipment to Chris Queen, Director of Fleet Management. Telephone number (828) 349-2292.

NON-COLLUSION AFFIDAVIT

MACON COUNTY
BID REQUEST NO. 4310-08
FOUR (4) PATROL VEHICLES
MACON COUNTY SHERIFF'S OFFICE

The undersigned affirms that the proposal made here-in is made without any connections with any other person, or persons, making any other proposal for the above item(s): that it is in all respects fair and without collusion or fraud:

That _____ (Firm Name) is not connected in any official capacity with Macon County, and that no person, or persons, acting in such a capacity are directly, or indirectly, interested herein or in any of the profit arising or anticipated from this transaction.

In making this proposal, it is understood and agreed, that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract under the same.

The acceptance of this proposal by Macon County, as evidenced by the issuance of a Macon County Purchase Order, will be held to be a mutual agreement as to each and every clause of this proposal and to constitute a contract between the parties hereto.

FIRM NAME: _____

ADDRESS:

BY:

TITLE: _____

State of North Carolina
County of: _____

Sworn to and subscribed
before me, this
_____ day of _____, 20_____.

Notary Public

My commission expires: _____

OFFICIAL BID QUOTE AND ACKNOWLEDGMENT

For: Patrol Vehicles for the Macon County Sheriff's Office (Bid Request No. 4310-08).

Bid Furnished by: _____

Address: _____

Telephone Number: _____ Cell Phone Number: _____

Fax Number: _____

We who furnish this bid have carefully examined the Bid General Conditions, the Special Terms and Conditions, completed the Non-Collusion Affidavit, reviewed the Bid Specifications, **and all Addenda which we list below**, and therefore furnish the bid proposal as shown below.

Addenda (if none, state "N/A"): #1 _____, #2 _____, #3 _____.

BID:
Patrol Vehicles for the Macon County Sheriff's Office

Bid for Patrol SUV Vehicle (each)	\$ _____
Total Bid for Four (4) Patrol SUV Vehicles (without tax)	\$ _____
Total Tax	\$ _____

Date of the Bid: _____

By: _____
Authorized Signature