

**BID NOTICE  
POP-UP LIBRARY TRUCK  
BID #18-1010  
December 29, 2017**

Catawba County will receive sealed bids until 2:00 p.m., January 17, 2018 in the 2<sup>nd</sup> floor conference room, Government Center 25 Government Drive (formerly 100A South West Boulevard) Newton, N.C. 285655.

Bids will be received for a new 2018 Pop-up Library Truck.

Bid specifications and related documents can be found on the County's Website at [www.catawbacountync.gov](http://www.catawbacountync.gov) under Purchasing. All addenda will be posted on this website.

Catawba County reserves the right to reject any and or all bids and to waive any formalities as may be permitted by law.

Questions concerning this bid should be directed to Debbie Anderson, Purchasing Manager in writing via e-mail at [danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov).

Debbie Anderson, Purchasing Manager

**INSTRUCTIONS TO BIDDERS**  
**Bid #18-1010**  
**2018 Pop-up Library Truck**

1. Sealed bids will be received in the 2<sup>nd</sup> floor conference room, 25 Government Drive (formerly 100A South West Blvd.,) Newton, N.C. until 2:00 p.m., January 17, 2018. Bids can be hand delivered to the Purchasing Office up to fifteen minutes prior to 2:00 p.m. or taken to the 2<sup>nd</sup> floor conference room prior to 2:00 p.m. Any bid shipped or mailed should be addressed to:

Debbie Anderson, Purchasing Manager  
Catawba County  
25 Government Drive (physical address)  
PO Box 389 (mailing address)  
Newton, NC 28658

If mail or delivery by other means is delayed beyond the date and hour set for the bid opening, bids will not be considered.

2. All addenda will be posted on the County's website under Purchasing. If intend to bid, contact Debbie Anderson via email [danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov). Bidders shall acknowledge receipt of any amendment/addendum by signing the Bid Proposal Form.
3. All bids will be quoted FOB, delivered to Catawba County Garage, Newton, N.C.
4. Payment will be made after acceptance of the equipment by the Catawba County.
5. All items shall be new and of current manufacturer (2018). No rebuilt or remanufactured parts, equipment or supplies will be accepted.
6. The successful bidder shall provide two copies of operation and maintenance manuals and two copies of the parts manual.
7. The evaluation of the vendor bids shall center on the match between the stated specification requirement in the final bid request and the vendor's proposed equipment including selection of the lowest responsible bidder, with consideration of past performance, service record and reliability.
8. Sales tax should not be included in bid prices, but shall be added as separate item on the bid form. Catawba County will pay any road use tax directly to the Department of Motor Vehicles.
9. Specifications contained herein, in some cases may refer to brand names. Brand names are used only to set for the quality and the general style, type and character of the specification. The quality of the Bid Proposal shall meet or exceed that of the referred to brand name.

10. Catawba County accepts no responsibility for any expense incurred by the Bidder in preparation and presentation of a bid.
11. The bidder warrants that his/her bid is genuine and not collusive nor sham and that he has not conspired nor agreed in any manner to fix any bid price or any element of such bid price, payment or agreement for commission percentage, brokerage, or any other compensation for the procurement of this contract.
12. Any exceptions to the specifications must be noted in detail. The absence of any exceptions will hold the bidder strictly accountable to the specification exception (if applicable) shall be grounds for the rejection of the item(s) when offered for delivery.
13. Catawba County reserves the right to reject any and all bids and to waive any formalities as may be permitted by law.
14. Any questions concerning this bid shall be submitted in writing via e-mail to Debbie Anderson at [danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov).
15. E-VERIFY. I understand that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS § 64-25 et. Seq. I am aware of and in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes. To the best of my knowledge any, subcontractors employed by me as a part of this contract are in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes.
16. A bid bond is not required.
17. Bid pricing shall remain valid 60 days after bid opening prior to award.
18. See specifications on attached spreadsheet.

BID FORM  
#18-1010  
POP-UP LIBRARY TRUCK

Chassis Manufacturer bid: \_\_\_\_\_

Chassis Type bid: \_\_\_\_\_

Approximate delivery date: \_\_\_\_\_

Total bid not including sales or road use tax:

\_\_\_\_\_

(\$\_\_\_\_\_)

Signature of Bidder: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Acknowledgement of Addenda received: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_