



*THE METROPOLITAN SEWERAGE DISTRICT OF
BUNCOMBE COUNTY
NORTH CAROLINA*

REQUEST FOR QUOTATION

Three (3) New 2023 Compact Utility Vehicles
All Wheel Drive

August 30, 2023

BIDS ARE DUE NO LATER THAN 10:00 AM, FRIDAY, SEPTEMBER 15, 2023

TABLE OF CONTENTS

Instructions to Bidders	3-4
Quotation Package Format Requirements	5
Specification	6-7
Quotation Form	8

**INSTRUCTIONS TO BIDDERS
THE METROPOLITAN SEWERAGE DISTRICT OF BUNCOMBE COUNTY
NORTH CAROLINA**

1. Sealed Bids (must be sealed) will be received on or before 10:00 am (as per Purchasing cell phone) on Friday, September 15, 2023, by the Metropolitan Sewerage District of Buncombe County (MSD), in the Sullivan Room of the Administration Building, 2028 Riverside Dr., Asheville, NC, at which time the quotations will be opened and read aloud for:

Three (3) New 2023 Compact Utility Vehicles AWD

2. Quotations and all supporting documentation as required in these specifications may be delivered via mail or other delivery services, including personal delivery. Please do not fax. Verbal quotations will not be accepted. Quotations should be addressed to MSD, Attn: Heather Young, Purchasing Supervisor; 2028 Riverside Dr., Asheville, NC 28804. The envelope should be sealed with "2023 CUV" on the outside for clarification.

If bids are mailed via US Postal Service, it is recommended that bids be mailed in a manner to insure receipt at MSD by Thursday, September 14, 2023. Do not mail "signature required."

If bids are shipped via FedEx or UPS, ship to the MSD Warehouse, 2020 Riverside Dr., Asheville NC 28804. Arrival by Thursday, September 14, 2023, is strongly suggested. Bids may be dropped off at MSD prior to the bid opening.

3. MSD has elected to waive a bid bond requirement for this RFQ.
4. Refer to page five of this package for the Bidder Quotation Package Format Requirements. The Specification pages must be filled out completely with all requested information (pages 6 through 7). The Bidder must submit their quotation, including costs for options, on the enclosed Bid Form Page (page 8). The Bidder's Quotation form **must** be signed by an authorized official of the firm. Quotations may be rejected if they show any omissions, alterations, or unauthorized additions to the form; or for conditional bids, or for any irregularities of any kind.
5. Required documents at Delivery: Bill of Sale, Odometer Reading, Title or Manufacturers Certificate of Origin. Do not charge for tax or tags.
6. No additional charges OF ANY KIND will be allowed on the awarded vendor's invoices. Any and all costs for the bidder, including freight/delivery charges, **MUST** be included in the bidder's quotation. Freight terms for the contract will be FOB: Delivered.
7. All questions concerning the bid requirements and/or specifications are to be forwarded **ONLY** to Heather Young, Purchasing Supervisor, at least 48 hours prior to bid opening. **Emailed questions are preferred – hyoung@msdbc.org**. All known bidders will be sent written copies of questions that require a written response or a change to the requirements and/or specifications. In the event of a major change to requirements and/or specifications, MSD reserves the right to postpone the bid due date, with advance notice to

all known bidders.

8. In the event of a tie bid, with all terms being equal, MSD reserves the right to request the applicable vendors (only) submit best and final bids.

9. This contract shall be awarded to the lowest responsive, responsible bidder, taking into consideration quality, performance and time of delivery. MSD reserves the right to reject any and all bids, including, without limitation, the right to reject any or all non-conforming, non-responsive, unbalanced or conditional bids, and to reject the bid of any bidder if MSD believes that it would not be in the best interest of MSD to make an award to that bidder. MSD also reserves the right to waive informalities. MSD reserves the right to select vehicles from separate vendors depending on availability and time of delivery.

QUOTATION PACKAGE FORMAT

All Quotations must be provided in the following format:

- A. Cover Sheet stating the date of the quotation, the name, title, complete address, telephone and fax number, and email address of the person responsible for the quotation.
- B. Bidders quotation on the MSD supplied form.
- C. Bidders may supply any other information deemed by them to be necessary for a complete understanding of their quotation. However, this information must be included at the end of the quotation package and may not be considered by MSD in the awarding of this contract.

SPECIFICATIONS
To furnish three (3) New 2023 AWD CUV's

Bidders must respond to each category below.
 Bids are due by 10:00 am, Friday, September 15, 2023.

<u>Minimum</u> Specifications	Complies with Specifications – note by check mark	Deviations as noted to Specifications
2023 CUV		
Engine – Gas		
Intelligent AWD		
17 Inch Steel Wheels with Sparkle Silver Painted Covers or Equivalent		
Splash Guards		
Rear view Backup Camera.		
Exterior: White Oxford. 4-door.		
Remote Keyless Entry.		
10-way Powered Drivers Seat.		
Interior: Medium Light Stone, or Dark Earth Gray. Cloth Bucket Front Seats with 60/40 Split Rear Seat. Advise on Interior Color).		
Front and Rear Floor Liners		
Power Windows.		
Power Locks.		
Cruise Control.		
Dual Zone Electronic Air-Conditioning.		

AM/FM Stereo with 6 Speaker & Blue Tooth Capabilities		
Rear Cargo Area Protector		
<u>Minimum Specifications</u>	Complies w/ optional requirements	Deviations
Warranty: Advise Standard Warranty – copy of warranty should be attached to this bid.		
Manuals – Parts/Service Manual On-Line access required.		
FOB Delivered - MSD Fleet Department, 2022 Riverside Dr., Asheville, NC 28804. Delivery by appointment. Acceptance will be made only after full inspection by MSD personnel.		

Required documents at Delivery: Bill of Sale, Odometer Reading, Title, or Manufacturers Certificate of Origin.
Do not charge for tax or tags.



QUOTATION FORM

as per specifications previously outlined in this package

Date: _____

Price 2023 CUV per Specifications: \$ _____

Payment Terms MUST BE NOTED: _____

Lead Time: _____

By Signing and Submitting this Proposal, the undersigned declares that they have examined the complete requirements of this Request for Quotation and, if awarded the system(s), will furnish and deliver to the Metropolitan Sewerage District all equipment and services as listed in the MSD Specifications and all Bidder-supplied Documentation including, but not limited to specifications/exceptions/options/schematics.

Bidding Company: _____

Authorized Representative: _____

Signature: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

This bid shall be awarded to the lowest responsive, responsible bidder, taking into consideration quality, performance and time of delivery. MSD reserves the right to reject any and all bids, including, without limitation, the right to reject any or all non-conforming, non-responsive, unbalanced or conditional bids, and to reject the bid of any bidder if MSD believes that it would not be in the best interest of MSD to make an award to that bidder. MSD reserves the right to select vehicles from separate vendors depending on availability and time of delivery.