



Invitation for Quotes

For

Six (6) Toyota Camry LE Sedans

Bid Number: 20156
(REBID #1)

Commodity Code(s): 95841, 99894

Guilford County Purchasing Department
Greene Street Building, Basement-Suite 072
201 South Greene Street
Greensboro, NC 27402

BID SCHEDULE

(Note: The dates below are subject to change)

Invitation for Quotes
for

Six (6) Toyota Camry LE Sedans

Bid Number 20156
(REBID #1)

Advertisement Date	June 6, 2023
Bid Due Date	June 13, 2023, at 2:00 P.M., Eastern Time

I. Introduction

Guilford County Purchasing Department is seeking competitive quotes for the purchase of six (6) new Toyota Camry LE 4 door sedans in grey or white color for the Guilford County Fleet Department.

II. General Terms and Conditions

1. Bid Deposit and Performance Bond

There is NO bid deposit or performance bond required for this bid event.

2. Pre-Bid Meeting

There will NOT be a pre-bid meeting for this event since the specifications herein fully covers our purchase intent.

3. Award and Acceptance or Rejection of Quotes

Any award shall be made to the lowest responsive and responsible bidder whose quote, taking into consideration quality, performance, and the delivery time specified, conforms to the specifications and is deemed to be the best value in the opinion of Guilford County. The County reserves the right to award on a line item or section basis and increase or decrease quantities specified under this contract.

4. Evaluation of Quotes

Quotes shall be evaluated using the Total Quote. The Total Quote shall be the summation of the product of all of the Items' Unit Prices by their Estimated Quantities. In the event of a math error, the Extended Totals and the Total Quote will be corrected based on the Unit Price furnished in the Quote. Quotes with math errors will be compared using the corrected Total Quote (i.e., the math must be correct before a quote is considered for award).

5. Exclusion of Taxes from Quotes

Bidder shall exclude sales tax from your quote. The County pays sales tax and will add this to your quote separately when invoices are paid.

6. Acceptance and Payment

Payment will normally be made by check within thirty (30) days after acceptance by the County of the products as being provided in complete accordance with the specifications and after invoicing, subject to any prompt payment discounts offered by the vendor.

7. Acceptance Period

The quote shall be binding for a period of ninety (90) days.

8. Status of Quotes

All informal quotes will be protected from disclosure to the public or to individuals without a need to know until after award is made, after which they become public records.

9. Attachments

The following attachments are provided under the Information Tab in the automated bidding system and shall be uploaded with your response. Responses submitted through the electronic event indicates full agreement with these terms and conditions. *Failure to return all required supplemental information and attachments may result in a Provider being deemed-non-responsive.*

- W-9
- Non-Collusion Affidavit
- Affidavit of Compliance (E-Verify)
- Product Specifications / Quote Form
- MWBE Affidavits

III. Bid Requirements for Electronic Events

1. All Bidders, who plan to submit a bid must register in the Guilford County's Vendor Self Service (VSS) System. Instructions to register as a Vendor, update registration and submit bids are available at:
<https://www.guilfordcountync.gov/our-county/purchasing/vendor-self-service-vss-program>.
2. Electronic responses should be made through Guilford County's Vendor Self Service automated bidding system at: <https://guilfordcountync.munisselfservice.com> . Click on Vendor Self Service and use the arrow button in the top righthand corner to Login and submit your bid response. Click on the Bid Number to open it, then Click on Create Bid and follow the instructions for each tab. All responses must be submitted electronically by the event date and close time. There will be **NO EXCEPTIONS**. The system cannot accept late submittals.
3. All questions pertaining to this Event must emailed to the Guilford County Purchasing Department at DG_Purchasing@guilfordcountync.gov in accordance with this event schedule. The bid number and title of the project must be referenced in the email. Each question asked will be answered for all Respondents to view by way of an Addendum and posted in the automated bidding system. No question will be considered after the Q&A close date and time. **NO EXCEPTIONS**. Please note it is the Respondent's responsibility to review all questions, answers and attachments prior to submitting their response.
4. Bidders are strongly encouraged to submit their proposal with all required documentation at least twenty-four (24) hours in advance. The County will not be responsible for any technical difficulties that may occur and result in the inability to submit.
5. Bidders are responsible for checking the event for any addendums prior to completion and submission of their response. To complete the items portion of a submittal in Vendor Self Service, open the items tab to enter pricing for each line. Use the provided line description, unit of measure and quantity to complete the entries for each line. Upload all additional documentation required in the IFQ document as an attachment(s) to your response as referenced in Section II, No. 9 – Attachments.
6. To complete an electronic submittal, be **sure to click the "Submit Bid" button**. Your response will not be part of the submitted responses until submitted via the "Submit Bid" button.
7. To receive future notification, you must be registered as a Vendor in the Guilford County's Vendor Self Service System under Commodity Code 95841, 99894. Please note, Vendors registered under the selected commodity code prior to the opening of this event will receive electronic notification(s) of the activity regarding changes made to the event; however, it is your responsibility to view the event for changes and updates.

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PRODUCT SPECIFICATIONS / QUOTE FORM

Include all requirements from the specifications in the net price. Any reference to a particular product or brand name is intended to be establish the quality level. Such language is not intended to restrict competition among bidders. However, for other options and alternates to be considered they are to be priced separately.

QTY	PRODUCT SPECIFICATIONS	UNIT PRICE	EXTENDED PRICE
6	Base Vehicle Price for 2023 white or grey Toyota Camry LE 4-door sedan <i>(Guilford County will process all required documents for tile, tags, and pay road use tax directly to the NCDMC upon delivery)</i>		

Delivery:

What is the number of 2023 Toyota Camry Vehicles available within 60 days?
(Delivery Address: 1203 Maple Street, Greensboro, NC 27405)

What is Bidder's Guaranteed Delivery Date for vehicles?

Warranty: What is the Bidder's warranty for the 2023 Toyota Camry LE sedan:

OPTIONS: Bidders may propose options or alternates. Describe any features or options the bidder would propose to enhance the safety or functionality of the basic item specified. Give the unit cost of each. The County may consider but is not obligated to purchase any options and or alternates.

Description	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

AUTHENTICATION:

The undersigned hereby declares that he/she has examined and understands the Terms and Conditions, Instructions to Bidders, and the Product Specifications, and further declares that he agrees to the terms and conditions set forth therein and offers to sell the item(s) identified above, deducts and exceptions as noted, for the price shown, by the guaranteed delivery date indicated.

BY (signed): _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

PROVIDER RESPONSE CHECKLIST

***Failure to return all required supplemental information and attachments
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