

August 13, 2018

TO: All Prospective Bidders
REF: Vehicle Maintenance for County Fleet
FROM: Kim Lester
SUBJECT: Instructions to Bidders

Bids will be received by the Cleveland County EMS Dept until **12:00 pm on Monday, September 11, 2018.**

- Bidders shall exclude all applicable sales tax from their bid
- Upon invoicing, taxes should be included on the invoice
- Brand names used in the specifications are to denote quality. Any and all exceptions to the specifications included in this request for bid must be fully detailed and explained on a sheet attached to the proposal sheet. Should the bidder not indicate and explain his exceptions, his bid may be disqualified.
- The delivery of items is to be ***no more than 30 business days*** of receipt of order to vendor.

Bidders must submit the bid proposal forms provided in this bid package with all blanks completed. Cleveland County will not accept bids that are not properly executed.

The bidder shall guarantee all quoted prices from September 15, 2018 thru June 30, 2019. The warranty time period for the product should also be stated.

Cleveland County reserves the right to purchase items on a unit price basis, to purchase quantities greater or less than specified in the bid, and to accept or reject any bid or any portion thereof.

Bids should be mailed to Cleveland County EMS Dept, PO Box 1210, Shelby, NC 28151-1210 or delivered to 100 Justice Place Room 104-A, Shelby, NC. Please note that if the bid is mailed rather than delivered, it is the full responsibility of the bidder to ensure that the bid is received by the Purchasing personnel prior to the specified time for the bid opening. Any bids received after 12:00 p.m. on this date will not be accepted.

The awarded contract may be cancelled upon thirty (30) days written notice by either party, unless grossly negligent work or services is discovered, in which case, the contract may be canceled immediately

Cleveland County Board of Commissioners reserves the right to accept or reject bids pursuant to provisions of North Carolina General Statute 143-129.

Your participation is encouraged.