



RANDOLPH COUNTY

725 McDowell Road
Asheboro, NC 27205
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REQUEST FOR BIDS

Bid# 14-0910

FOR

FOUR TRAILER MOUNTED 100kw GENERATORS

Issued on: Wednesday, September 10, 2014

Due Date: Wednesday, September 24, 2014
at 2:00 P.M. EST

Administered by: Lisa Garner, Purchasing Officer

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1.0 NOTICE TO VENDORS

Pursuant to General Statutes of North Carolina Section 143-129 as amended, **sealed bids** will be received by the Purchasing Officer for Randolph County from experienced, qualified vendors for the following:

REQUEST FOR BID #14-0910

Four (4) Trailer Mounted 100kw Generators

Proposals will be accepted until **Wednesday, September 24, 2014 at 2:00 P.M. EST** by the Purchasing Department in the Randolph County Office Building, 725 McDowell Road, 1st Floor Meeting Room, Asheboro, North Carolina 27205. Proposal may be brought to the public proposal opening prior to 2:00 P.M. Wednesday, September 24, 2014. Complete specifications and instructions are attached herewith.

Bid documents may be obtained from Lisa Garner, Purchasing Officer, at the Randolph County Office Building, 725 McDowell Road 2nd Floor, Asheboro, NC 27205.

Proposals shall be submitted on the standard forms furnished by the County and shall be submitted in a sealed envelope identifying the bidder's name and the bid number on the face of the envelope.

A bid deposit is not required with this Request for Bids.

Submission of any bid signifies the Vendor's agreement that its' bid and the content thereof are valid for 90 days (three months) following the submission deadline and will become part of the contract that is negotiated between Randolph County and the successful vendor. All prices submitted with the proposal shall remain in effect for the 90-day period.

Sincerely,

Lisa Garner

Lisa Garner
Purchasing Officer

1.1 INTENT of this RFB

This Request for Bids (RFB) is intended to provide vendors with a common, uniform set of specifications to assist them in the development of their bids and to provide a uniform method for the County to fairly evaluate bids and subsequently select a vendor from which to purchase these generators.

In responding to this RFB, vendors should follow the prescribed format and use the forms included, thus providing the County with data that is easily compared with data submitted by other vendors in order to fairly and objectively evaluate the proposals.

The County assumes no responsibility for conclusions or interpretations derived from the information presented in this RFB, or otherwise distributed or made available during this procurement process. In addition, the County will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFB or any documents provided by the County other than those given in writing by the County through the issuance of addenda. In no event may a vendor rely on any oral statement by the County or its' agents, advisors or consultants. It is the full responsibility of the vendor to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFB and to submit a bid for:

Four (4) Trailer Mounted 100kw Generators

that have been designed, tested and proven to most efficiently meet the needs/requirements of the County.

This RFB is in compliance with the laws of the State of North Carolina.

Section 2.0 - SCOPE AND PURPOSE

2.1 Scope

These specifications cover a new, commercially produced generator. This generator and trailer must be equipped with lights and reflective stickers as necessary to meet DOT requirements.

2.2 Purpose

The purpose of this document is to provide minimum specifications and test parameters for the manufacture of a Trailer Mounted 100kw Emergency Generator that meets the needs and desires of this Agency. This document also establishes essential criteria for the design, performance, equipment, and appearance of the generator and trailer.

SECTION 3.0 -- REQUEST FOR BIDS

3.1 Issuing Office and Inquiries

This Request for Bids (RFB) is issued by Randolph County Purchasing Office on behalf of Randolph County. Any inquiries, clarifications, or interpretations regarding this RFB should be directed in writing to:

Lisa Garner
Purchasing Officer
Randolph County Administration
725 McDowell Road
Asheboro, NC 27205
(336) 318-66617
Lisa.garner@randolphcountync.gov

Responses to inquiries that affect the content of this RFB will be provided in writing to all recipients of the RFB through an addendum that will be posted on the County website, www.co.randolph.nc.us. It is the responsibility of each vendor to inquire about any aspect of the RFB that is not fully understood or is believed to be susceptible to more than one interpretation. The County will accept only written inquiries regarding this RFB until **Tuesday, September 16, 2014 at 5:00 P.M.** All times listed are understood to be Eastern Standard Time unless otherwise noted. The County's interpretation of the RFB shall be controlling in all cases.

3.2 Important Dates

| | |
|-------------------------------------|--|
| Issue Date: | Wednesday, September 10, 2014 |
| Final Date for Written Questions: | Tuesday, September 16, 2014 – 5:00 P.M. |
| Final Date for Addenda Posting: | Wednesday, September 17, 2014 |
| Deadline for Submitting Proposals: | Wednesday, September 24, 2014 – 2:00 P.M. |
| Proposal Opening: | Wednesday, September 24, 2014 – 2:00 P.M.. |
| Anticipated Award Date (tentative): | Monday, October 6, 2014 |

3.3 Trade or Brand Name

When a trade or brand name for a particular article or object is specified, it is meant only as a reference for standard and any other manufacturer of a similar article or object may meet the specifications if their product is reasonably equivalent or better than that mentioned as the standard.

3.4 Submission of Bids

Proposals must be presented on the bid/specification forms attached to this RFB in a **sealed envelope** and mailed or delivered to:

Lisa Garner
Purchasing Officer
Randolph County Administration
725 McDowell Road
Asheboro, NC 27205
(336) 318-6304

The package shall be plainly marked, “**SEALED BID FOR 100kw GENERATORS.**”

Any bid submitted on forms other than the Randolph County bid form may be disqualified. **TELEPHONE BIDS AND/OR FAXED BIDS CANNOT BE ACCEPTED.** All bids submitted must be typed or written in ink and signed by the bidder’s designated representative.

Vendors must submit **one (1) original and two (2) complete copies** of each bid. Please note on the front of each bid whether it is the **original** or **copy** of the bid.

No responsibility shall be attached to the County for the premature opening of any bid proposal not properly addressed or identified.

Proposals will be publicly opened at **2:00 P.M. on Wednesday, September 24, 2014** in the Meeting Room, 1st Floor, Randolph County Office Building at 725 McDowell Road, Asheboro, NC.

In order to be considered for selection, bids must be received by the date, time and place previously outlined. The bidding process will be considered closed at **2:00 P.M. on Wednesday, September 24, 2014**. Failure to meet this deadline will disqualify the bidder. Randolph County is not responsible for nor will any allowances be made for bids received after this time and date for any reason, e.g., carrier delays.

3.5 Addenda

Any addenda to these documents shall be posted on the County's website at www.co.randolph.nc.us and will become part of this RFB and the contract. No oral statements, explanations, or commitments by anyone shall be of any effect unless incorporated into the addenda. It is the responsibility of the Vendor to periodically check the County's website before submitting a bid to obtain any addenda that have been issued. No addenda shall be posted after 5:00 P.M. on Tuesday, September 17, 2014.

3.6 Content of Bid

Vendors shall not be allowed to submit additional documentation once bids are opened. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the Vendor to disqualification.

3.7 Bid Pricing

All bid prices shall be complete and include warranty and delivery of the completed generator to this Agency. Taxes are to be shown as a separate line item. The **Bid Form (page 17)** shall be used for the purpose of providing these prices. All bid prices and conditions must be specified on the **Bid Form (page 17)**. Bid prices shall be valid for at least 90 days from the date of the Bid Opening, or as otherwise specified on the **Bid Form (page 17)**.

3.8 Exceptions to the RFB

Any exceptions to these specifications indicated must be clearly listed and explained on the **Exception Form (APPENDIX A), (page 15)** included in this RFB. Otherwise, it will be considered that the items offered are in strict compliance with these specifications and the successful bidder will be held responsible for delivering a Trailer Mounted 100kw Generator meeting these specifications. Any exceptions must be referenced by section number and explained in detail on the **Exception Form (page 15)**. Any bidder not complying **shall not** be considered as responsive.

3.9 Bid Withdrawal

If the Vendor desires to withdraw his bid, he must submit in writing to the Purchasing Office before the bid opening deadline his purpose for withdrawal. After the bid opening deadline, bids shall only be withdrawn in accordance with N.C.G.S. Section 143-129.1.

3.10 Bids Property of County

All bids submitted in response to this RFB become the property of the County once they are opened. Supporting technical manuals will be returned at the written request of the bidder. All submitted proposals and supporting material are a matter of public record.

3.11 Rejection of Bid

The County reserves the right to reject any or all bids, with or without cause, and to waive informalities when such rejection is in the interest of the County. Randolph County also reserves the right to reject the bid of a vendor who has previously failed to perform properly or complete on-time a contract of similar nature.

3.12 Disqualification of Vendors

However, more than one bid from an individual, firm, partnership, corporation, or association under a different name or names **shall not** be considered. Any or all bids shall be rejected if there is reason to believe that collusion exists among the Vendors. In this situation, all participants in such collusion shall not be considered for the current or future bids for the same work. No contract shall be awarded except to competent vendors capable of performing the class of work contemplated.

3.13 Award

The award of this bid will not be based solely on lowest price. The award will be based and granted on **"BEST VALUE"**. **"BEST VALUE"** will allow Randolph County to consider factors beyond pricing such as whether the responsible Vendor is able to meet and/or exceed the required specifications as well as meet the required delivery requirements. **"BEST VALUE"** will permit and reflect prudent stewardship of public funds and trust.

3.14 Notification of Award

After all prerequisites and specifications have been met by the bidder and the award for this purchase is made by the Commissioners, the successful bidder will be notified within ten (10) working days. Randolph will notify the successful bidder in **writing**, either by a LETTER TO PROCEED or a PURCHASE ORDER or both. **VERBAL NOTIFICATION OF THE AWARD IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.**

3.15 Information and Descriptive Material

Bidder must furnish all information requested. In addition, vendors shall supply **three (3) complete sets -- one (1) original and two (2) copies -- of drawings, descriptive literature and complete specifications covering the products offered.** At that time all drawings and available options will be discussed and final layouts will be approved and confirmed. Bids **not meeting this requirement will be rejected.**

3.16 Vendor's Guarantee

By submitting a bid on these specifications, the vendor binds himself to all conditions in these specifications, irrespective of any formalities in his order acknowledgment. No attachment or part may be substituted or applied contrary to manufacturer's recommendations and standard practice. Any variance with the specifications must be stated with the submitted bid and may, after review of all consequences of the variance, disqualify the bid. Accessory supplies shall be compiled with the rest of the equipment offered.

Vendor guarantees that the equipment is standard new equipment, latest model or regular stock product with all parts regularly used with the type of equipment offered. Each unit delivered is guaranteed against faulty material and workmanship for a period of one (1) year or greater. If the delivered unit is guaranteed by the manufacturer for a period longer than one (1) year, the standard manufacturer's guarantee will prevail. If during this period, any such faults develop, the unit or part affected is to be replaced without any cost to Randolph County.

All regularly manufactured stock electrical items shall be listed by Underwriter's Laboratory, Inc. Other electrical equipment shall be constructed to conform to applicable portions of the National Electrical Code. When electrical components are part of the equipment, the manufacturer's standard guarantee shall apply, unless otherwise specified.

3.17 Delivery Completion Requirement

A guaranteed delivery date may be considered in making the award. Any Vendor who submits a bid on these specifications agrees to accept our purchase order and agrees to guarantee **complete delivery by January 31, 2015**. If Vendor fails to deliver by the January 31, 2015 then a reduction in purchase price of 5% shall be applied to this purchase. The delivery schedules that are submitted by the Vendor and agreed upon by the County shall automatically become binding upon the successful Vendor.

3.18 Inspections

Randolph County reserves the right to inspect all materials furnished for conformity with the specifications.

3.19 Non-Collusion

By executing and submitting this bid, the Vendor certifies that his bid is made without reference to any other bid and without any agreement, understanding, collusion or combination with any other person in reference to such bidding. As evidence this specification is being followed, the **Anti-Collusion Affidavit (page 16)** shall be completed and included in the RFB.

3.20 Warranty

The successful bidder shall provide manufacturer warranty coverage on the Generator

The manufacturer shall warrant to the original retail purchaser, for the warranty period that the generator and trailer shall be free of substantial defects in materials and workmanship, which are attributed to Warrantor and which arise during the course of normal use and service. Copies of the **Warranty Statements** shall be included with the bid documents.

3.21 Payment

It is the desire of Randolph County to pay promptly. It is the vendor's responsibility to submit invoices directly to the Department at the address specified on the Purchase Order as "Ship and Bill to".

Invoices shall include Purchase Order number, description of item(s), quantities, unit price, extended price, freight, state and local taxes, and date of delivery. Invoices not on printed billheads shall be signed by vendor.

Invoices exceeding the limits established by the Purchase Order or for materials or services not qualifying under the specifications as ordered, are subject to be disqualified for payment.

Final payment shall be made within 30 days following delivery, inspection and acceptance of the generators and trailers, per these specifications, by Jared Byrd, of the Randolph County Emergency Services Department. If the generators are delivered separately, full payment will be made within 30 days following the generator being received, inspected and found to comply with these procurement specifications.

Vendors must provide tax information to include vendor's full business name, address, "remit to" address, and federal tax identification number.

3.22 Minority Business Enterprise

It is the policy of Randolph County to take affirmative action to ensure that minority business enterprises are given the opportunity to demonstrate their ability to provide the County with goods and services at competitive prices.

3.23 Indemnification

The successful bidder shall hold the County, to include all Board members and employees, harmless from all liabilities, obligations, losses, claims, damages, actions, suits, proceedings, costs, expenses, including attorneys' fees, that:

- a) Arise out of, are connected with, or result directly or indirectly from the successful bidder's failure to perform any of its obligations under this request for bids; or
- b) Are a result, of a breach of any of the successful bidder's warranties. No indemnification responsibilities created by this section shall survive and be enforceable after the contract between the County and the successful bidder terminates or expires, and they shall be terminated only by written agreement of the successful bidder and the County.

SECTION 4.0 -- SPECIFICATIONS

ENGINE

4.1 Engine

Diesel fuel engine

Does your bid comply with this requirement? Yes _____ No _____

4.2 Fuel Capacity

Fuel capacity to run at minimum of 24 hours at full capacity

Does your bid comply with this requirement? Yes _____ No _____

4.3 Cooling System

Unit mounted engine cooling system

Does your bid comply with this requirement? Yes _____ No _____

4.4 Block Heater

Unit must be equipped with block heater

Does your bid comply with this requirement? Yes _____ No _____

4.5 Fuel Gauge

Unit must be equipped with fuel gauge

Does your bid comply with this requirement? Yes _____ No _____

SYSTEM OUTPUT

4.6 Standby Power

Unit must be rated for standby power

Does your bid comply with this requirement? Yes _____ No _____

4.7 Changeover Switch

Unit must have multi-voltage changeover switch

Does your bid comply with this requirement? Yes _____ No _____

4.8 Kilowatts

Unit must be capable of producing at least 100kw at 3 phase power and be equipped with appropriately sized circuit breakers

Does your bid comply with this requirement? Yes _____ No _____

SYSTEM CONTROLS

4.9 Control & Monitoring

Unit mounted control and monitoring

Does your bid comply with this requirement? Yes _____ No _____

4.10 Modes

Unit must have manual and automatic starting and stopping modes

Does your bid comply with this requirement? Yes _____ No _____

4.11 Power Distribution

Unit must be capable of sensing power distributions and to initiate automatic starting and stopping signals

Does your bid comply with this requirement? Yes _____ No _____

Generator

4.12 Female Receptacles

Must include Crouse-Hinds "Cam-Lok" Female Receptacles and covers (Receptacles Part Numbers E1016-1729, E1016-1730, E1016-1732, E1016-1728 & E1016-1726; Cover Part Numbers E1016SC-35, E1016SC-38, E1016SC-31, E1016SC-39 & E1016SC-37) mounted and wired

Does your bid comply with this requirement? Yes _____ No _____

4.13 Male Receptacles

Must include Crouse-Hinds "Cam-Lok" Male Receptacles (Part Numbers EC1016-1704, EC1016-1705, EC1016-1707, EC1016-1703 & EC1016-1701) shipped loose

Does your bid comply with this requirement? Yes _____ No _____

4.14 Enclosure

Sound attenuated mobile generator set, lockable enclosure

Does your bid comply with this requirement? Yes _____ No _____

Electrical Controls

4.15 Battery

Engine battery shall have at a minimum 900 cold cranking amperes

Does your bid comply with this requirement? Yes _____ No _____

4.16 Battery Charger

Unit must be equipped with a battery charger

Does your bid comply with this requirement? Yes _____ No _____

Trailer

4.17 Hitch

Unit must be mounted to a trailer with a 2 5/16" ball hitch and have safety chains

Does your bid comply with this requirement? Yes _____ No _____

4.18 Leveling Jacks

Must be equipped with a front mounted leveling jack with sand shoe for support at the ground contact area. Jack shall be adjustable in height with a manual crank handle

Does your bid comply with this requirement? Yes _____ No _____

4.19 Brakes

Trailer must be equipped with trailer brakes

Does your bid comply with this requirement? Yes _____ No _____

4.20 DOT Requirements

Trailer must be equipped with lights and reflective stickers as necessary to meet DOT requirements

Does your bid comply with this requirement? Yes _____ No _____

Training

4.21 On-Site Training

Vendor shall provide adequate on-site training in Asheboro, NC to the Buyer's operating personnel on the proper operation and maintenance of the engine generator set

Does your bid comply with this requirement? Yes _____ No _____

4.22 User's Manual

Vendor shall provide a specification sheet, manufactures instructions and User's Manual

Does your bid comply with this requirement? Yes _____ No _____

Delivery

4.23 Delivery

Vendor must make delivery of units to Asheboro, North Carolina

Does your bid comply with this requirement? Yes _____ No _____

4.24 Warranty

Engine and Generator covered under OEM warranty

Does your bid comply with this requirement? Yes _____ No _____

Appendix A – EXCEPTION FORM

| Section Number | Explanation |
|----------------|-------------|
| | |
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| | |
| | |
| | |
| | |

Signature

Print Name

Title

Company

Address

Email

Phone

Date

ANTI-COLLUSION AFFIDAVIT
STATE OF NORTH CAROLINA
RANDOLPH COUNTY

_____ , being first duly sworn deposes and affirms that:

1. He/She is the _____ of _____ the bidder that has submitted the attached bid;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a collusive or sham bid;
4. Neither the said bidder, nor any of its officers, partners, owners agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix any overhead, profit, or cost element of the bid price of any other bidder to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against Randolph County, or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not contained by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties, in interest, including this affiant.

Title

Signature

Date

Phone

Email

(SEAL)

Subscribed and sworn to before me,

this the _____ day of _____, 20_____.

Notary Public _____

County of _____, NC. My Commission expires _____

BID FORM

BID NO. 14-0910

I, (We), the undersigned after reading and fully understanding the terms, conditions and specifications of Request for Bid #14-0910, agree to furnish a firm fixed price (excluding taxes).

| <u>ITEM NO.</u> | <u>DESCRIPTION</u> | <u>QTY.</u> | <u>UNIT COST</u> | <u>EXTENDED COST</u> |
|-----------------|-------------------------------------|-------------|------------------|----------------------|
| 1. | Trailer Mounted 100kw Generators | 4 | \$ _____ | \$ _____ |
| 2. | Shipping | | \$ _____ | \$ _____ |
| 3. | Tax | | \$ _____ | \$ _____ |
| GRAND TOTAL | | | \$ _____ | \$ _____ |

Delivery Date: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

RFB Items Check List

Please use the following bid checklist to ensure you are submitting a complete proposal. Please indicate where the information is located within your bid submission. Place this check list in the table of contents of your proposal.

The following forms and items must be included in the RFB:

| Section | Page(s) | RFB Item | Indicate “Included” or “Not Included” | Location-Tab Number |
|--------------|------------|--|---------------------------------------|---------------------|
| 4.0 – 4.24 | 12 thru 14 | Completed response to specifications on Randolph County Specification Forms. | | |
| 3.7 | 17 | Bid Form | | |
| 3.8 | 15 | Exception Form | | |
| 3.4 and 3.15 | 7 and 9 | (3) Complete sets (one original and 2 copies) of drawings, descriptive literature and complete specifications covering the products offered. | | |
| 3.19 | 10 | Anti-Collusion Affidavit | | |
| 3.20 | 10 | Warranty Statements | | |
| | | Brochures, catalogs, or pertinent literature where applicable. | | |
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