

City of Hardeeville
Request for Proposal
Multi Terrain Excavator

The City of Hardeeville, South Carolina is soliciting sealed proposals from qualified vendors for the purchase of a Multi Terrain Excavator. Sealed proposals are due by 2:00 PM, January 25, 2010. Sealed proposals should be hand carried or delivered by traceable means to the Finance Director's Office located at 205 East Main Street, Hardeeville, South Carolina 29927. All proposals should be clearly marked "RFP Multi Terrain Excavator". Proposals must address all the issues reflected in the bid package and the proposal price summary attachment to be considered responsive and binding. Bid packets are available at City Hall located at 205 E. Main Street, Hardeeville, SC.

The proposal evaluation process will be completed within fourteen (14) days of receipt of proposals, and the prospective provider of this service will be identified. The pricing data reflected in your proposal must be good for 60 days from the proposal due date. Any questions concerning the properties should be addressed to Jeff Slocum of the City of Hardeeville at (843) 784-2231.

Vendors must complete all pre-bid certification materials (available on City website at <http://www.cityofhardeeville.com>) which must include the following:

- Vendor Pre-Qualification (on city website www.cityofhardeeville.com)
- IRS form W9 (can be found at www.irs.gov)
- Proof of ability to provide the following:
 - 1) Performance Bond from a South Carolina surety company with a rating not less than "Bae" if less than \$100,000 and an "Aaa" rating if over \$100,000
 - 2) General Liability Certificate of Insurance with policy limits of not less than \$1,000,000.00
 - 3) Certificate of Workman's Comp insurance (includes all sub-contractors).

This solicitation does not commit the City to award a contract or to pay for any costs incurred in the preparation of your proposal or to procure or contract for any goods or services. The City reserves the right to reject any bid for any reason, or to waive any defects in the bid submission, at its sole discretion.

Your proposal must be signed by an official of your company authorized to commit to and enter into a formal contract for goods and services. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

1.0 SPECIAL INSTRUCTIONS TO OFFERORS:

1.1 Minimum Vendor supplied information:

1. It is the expectation that a plan and schedule for delivery of the equipment mutually agreed upon by both the manufacturer and the City. Any delay in delivery will result in a “penalty” subtracted from the final sales price of the apparatus.
2. A statement of the firm’s qualifications to perform the requested project, including professional resumes of key personnel to be assigned. Qualifications shall be explained in the executive summary.
3. WARRANTY - A vehicle warranty and service plan shall be provided by the vendor and explained in the executive summary. It is imperative that we evaluate the parts and repair capabilities of your organization as part of our buying decision. Please answer each of the following questions in the executive summary and provide any additional detail you think appropriate:
 - Do you have a local service facility?
 - Where is it located?
 - Do you have mobile service?
 - Are there dedicated service technicians for mobile repair, if so how many? Describe the certification process for your technicians and how many of your technicians meet your criteria?
 - Do you stock manufacturer parts?
 - How are parts personnel trained and do they meet this criterion?
 - How is your dealership supported by the manufacturer?
 - How are disputed service issues mediated between the purchaser, dealer and manufacturer?
 - Are extended warranties available for the machinery being proposed? If so, what do they cover and what do they cost?
4. DESCRIPTION OF SERVICES - A detailed description of services the vendor proposes to deliver consistent with the scope of services and required work products/deliverables. The vendor shall also include a description of the type and amount of training to be provided to Public Works Department and maintenance personnel.

5. NEGOTIATION, PRODUCTION, DELIVERY, & TRAINING TIMELINE -
A proposed timeline that outlines the negotiations, specifying, building, delivery, and training schedule shall be included in the executive summary. The vendor must provide information on the training that will be offered to the local Public Works department.

6. The proposal must be signed by an official of your firm that is authorized to bind the firm into a contract. The proposal shall include a statement that proposal is valid and firm for sixty (60) days from the date of submission and that the vendor understands and agrees to the terms and conditions of this RFP.

1.2 SCOPE OF WORK

The City is seeking proposals and pricing on providing the City with one (1) Multi Terrain Excavator designed and constructed to accomplish ditch maintenance in tight areas.

Proposed equipment should be submitted based upon the need of this community to accomplish needed maintenance and improvements to the drainage ditches within the city. An explanation of how this equipment are uniquely capable of meeting this stated mission should be explained in the *Mission Design Characteristics* section of an executive summary.

The proposed equipment must also comply with the following specifics:

Net power using SAE 1349 shall be at least 57HP

Machine width shall be approximately 66 inches

Machine Height at the top of cab shall be approximately 80 inches

Hand and Foot Throttles shall be provided

Hydrostatic Pumps shall be contained in a mono-block housing

Maximum travel speed shall be at least 6.9mph forward and reverse

Steering shall include a single hydraulically operated joystick including for/rev

Hydraulically operated joystick for control of lift, lower, and tilt

Track shall consist of molded rubber with composite reinforcement and contain no steel

Minimum ground clearance of 10 inches

Machine ground pressure shall not exceed 4.5psi
Machine shall have a retractable seat belt
Machine shall be equipped with ROPS/FOPS protective structures rated to at least 12,345 lb
Machine will have a universal quick coupler
Machine will come equipped with 66" general purpose bucket with bolt on edge.
Bid shall include Backhoe attachment with 20" general purpose bucket, and 40"inch Ditch cleaning bucket
Bid shall include a Brushcutter
Bid shall include a 2 year/2000 hour full machine warranty

2.0 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

2.1 Inquiries

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, technical operating environment, or other fiscal/administrative concerns shall be directed to:

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Assistant City Manager
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P. O. Box 609
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jslocum@cityofhardeeville.com

2.2 RFP Specifications

This RFP is intended to describe the City's requirements and provide a response format in sufficient detail to secure comparable proposals.

2.3 Implied Requirements

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2.4 Vendor-Supplied Materials

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2.5 Vendor's Proposals

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2.6 Economy of Preparation

Proposals should be prepared simply and economically. Emphasis should be placed on clarity and content. All of the sections of this RFP must be completed in their entirety. Any bid that fails to respond to all the questions will be deemed non-responsive.

2.7 Response Date

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Proposals not received by the City by proposal closing time will be returned, after receipt, unopened to the vendor

3.0 RFB EVALUATION PROCESS

3.1 Review of Proposals

The review of submitted proposals will occur as soon as practical following the date they are due. The review process will involve evaluating all proposals for completeness, conformity, clarity, and compliance to the RFP requirements. Proposals not meeting minimum requirements will be considered non-responsive and unless waived by the City in its sole discretion, excluded from further consideration.

3.2 Oral Presentation

Vendors whose proposals are deemed responsive may be selected to make an oral presentation to the Purchasing Director, an evaluation team, and/or City Council. The City will select the most qualified proposals from those received and schedule on-site presentations if necessary.

3.3 Vendor Selection

The equipment may be awarded to the most qualified vendors. After the oral presentations (if any) have been completed, the vendor(s) who most closely meets the City's needs will be identified for final negotiations.

Resident vendor preference.

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2. A vendor shall be deemed to be a resident of the city or county if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in the city/county and has a business license issued by the City of Hardeeville, Jasper County, or one of the other municipalities of Jasper County, maintains a representative inventory of commodities within the city/county on which the bid is submitted, and has paid all taxes duly assessed.

3.4 Final Selection

The evaluation team and/or the Purchasing Director will forward a recommendation to the City Council outlining the final ranking of those vendors who participated in the RFP and recommend the vendor(s) most qualified to provide the City with the equipment. The successful bidder will be required to accept the terms and conditions of the City's standard contract for these purchases. The content of this RFP and the successful vendor's proposal will become a part of the final contract documents. Any additional documentation required by the vendor should be included as part of the proposal for review by the City.

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 - How are disputed service issues mediated between the purchaser, dealer and manufacturer?
 - Are extended warranties available for the machinery being proposed? If so, what do they cover and what do they cost?
4. DESCRIPTION OF SERVICES - A detailed description of services the vendor proposes to deliver consistent with the scope of services and required work products/deliverables. The vendor shall also include a description of the type and amount of training to be provided to Public Works Department and maintenance personnel.

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A proposed timeline that outlines the negotiations, specifying, building, delivery, and training schedule shall be included in the executive summary. The vendor must provide information on the training that will be offered to the local Public Works department.

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1.2 SCOPE OF WORK

The City is seeking proposals and pricing on providing the City with one (1) Multi Terrain Excavator designed and constructed to accomplish ditch maintenance in tight areas.

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The proposed equipment must also comply with the following specifics:

Net power using SAE 1349 shall be at least 57HP

Machine width shall be approximately 66 inches

Machine Height at the top of cab shall be approximately 80 inches

Hand and Foot Throttles shall be provided

Hydrostatic Pumps shall be contained in a mono-block housing

Maximum travel speed shall be at least 6.9mph forward and reverse

Steering shall include a single hydraulically operated joystick including for/rev

Hydraulically operated joystick for control of lift, lower, and tilt

Track shall consist of molded rubber with composite reinforcement and contain no steel

Minimum ground clearance of 10 inches

Machine ground pressure shall not exceed 4.5psi
Machine shall have a retractable seat belt
Machine shall be equipped with ROPS/FOPS protective structures rated to at least 12,345 lb
Machine will have a universal quick coupler
Machine will come equipped with 66" general purpose bucket with bolt on edge.
Bid shall include Backhoe attachment with 20" general purpose bucket, and 40"inch Ditch cleaning bucket
Bid shall include a Brushcutter
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2.0 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

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843-784-2231

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3.0 RFB EVALUATION PROCESS

3.1 Review of Proposals

The review of submitted proposals will occur as soon as practical following the date they are due. The review process will involve evaluating all proposals for completeness, conformity, clarity, and compliance to the RFP requirements. Proposals not meeting minimum requirements will be considered non-responsive and unless waived by the City in its sole discretion, excluded from further consideration.

3.2 Oral Presentation

Vendors whose proposals are deemed responsive may be selected to make an oral presentation to the Purchasing Director, an evaluation team, and/or City Council. The City will select the most qualified proposals from those received and schedule on-site presentations if necessary.

3.3 Vendor Selection

The equipment may be awarded to the most qualified vendors. After the oral presentations (if any) have been completed, the vendor(s) who most closely meets the City's needs will be identified for final negotiations.

Resident vendor preference.

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2. A vendor shall be deemed to be a resident of the city or county if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in the city/county and has a business license issued by the City of Hardeeville, Jasper County, or one of the other municipalities of Jasper County, maintains a representative inventory of commodities within the city/county on which the bid is submitted, and has paid all taxes duly assessed.

3.4 **Final Selection**

The evaluation team and/or the Purchasing Director will forward a recommendation to the City Council outlining the final ranking of those vendors who participated in the RFP and recommend the vendor(s) most qualified to provide the City with the equipment. The successful bidder will be required to accept the terms and conditions of the City's standard contract for these purchases. The content of this RFP and the successful vendor's proposal will become a part of the final contract documents. Any additional documentation required by the vendor should be included as part of the proposal for review by the City.

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- Equipment Specifications
- Purchase Cost (please include lease options)
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- Warranty and service

City of Hardeeville
Request for Proposal
Multi Terrain Excavator

The City of Hardeeville, South Carolina is soliciting sealed proposals from qualified vendors for the purchase of a Multi Terrain Excavator. Sealed proposals are due by 2:00 PM, January 25, 2010. Sealed proposals should be hand carried or delivered by traceable means to the Finance Director's Office located at 205 East Main Street, Hardeeville, South Carolina 29927. All proposals should be clearly marked "RFP Multi Terrain Excavator". Proposals must address all the issues reflected in the bid package and the proposal price summary attachment to be considered responsive and binding. Bid packets are available at City Hall located at 205 E. Main Street, Hardeeville, SC.

The proposal evaluation process will be completed within fourteen (14) days of receipt of proposals, and the prospective provider of this service will be identified. The pricing data reflected in your proposal must be good for 60 days from the proposal due date. Any questions concerning the properties should be addressed to Jeff Slocum of the City of Hardeeville at (843) 784-2231.

Vendors must complete all pre-bid certification materials (available on City website at <http://www.cityofhardeeville.com>) which must include the following:

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