



CITY OF KINGMAN

Request for Proposal

ROTARY MOWER FOR THE PARKS DEPARTMENT

CONTACT PERSON

Mike Meersman, Parks and Recreation Director
(928) 692-3105

mmeersman@cityofkingman.gov

Release Date: April 8, 2020

Proposal Due Date: April 23, 2020, by 2:00 p.m. Arizona Time

PLEASE NOTE: IF RFP DOCUMENTS WERE DOWNLOADED FROM THE CITY OF KINGMAN'S WEBSITE, PROPOSER IS RESPONSIBLE FOR OBTAINING ANY ADDENDA EITHER THROUGH UPDATES ON THE WEBSITE, OR BY CONTACTING THE PERSON LISTED ABOVE.

CITY OF KINGMAN

Request for Proposal – Rotary Mower

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I. Instructions to Proposer

A. Examination of Proposal Documents

By submitting a proposal, the proposer (“Proposer”) represents that they have thoroughly examined and become familiar with the requirements under this Request for Proposals (“RFP”) and that they are capable of providing the product to achieve the City’s objectives.

B. Addenda

The City of Kingman (“City”) reserves the right to revise RFP documents. Any change to the requirements will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any contract resulting from this RFP. The City will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Proposer shall acknowledge receipt of addenda in its submittal. Failure to acknowledge receipt of all addenda may cause the Proposer to be deemed non-responsive to this RFP and be rejected without further evaluation.

C. City Contact

All questions and/or contacts regarding this RFP are to be directed only to:

City of Kingman, Parks and Recreation Department
Mike Meersman, Parks and Recreation Director
3333 Harrison St.
Kingman, AZ 86409
(928) 692-3105
mmeersman@cityofkingman.gov

D. Clarifications and Questions.

The Proposer is responsible for reviewing the RFP documents prior to the proposal due date and for requesting clarification or interpretation of any discrepancy, deficiency, ambiguity or error, or omission contained in the RFP documents. The Proposer shall notify the City in writing, in accordance with Section D.2. below, and should it be found by the City that the point in question is not clearly and fully set forth; the City will issue a written addendum clarifying the matter, which will be posted on the City’s website.

Requests for clarifications, questions and comments must be clearly labeled “**Written Questions: RFP – Rotary Mower for the Parks Department, RFP No. FIN20-001**”. The City is not responsible for failure to respond to a request that has not been appropriately labeled, and addressed to City of Kingman, Parks and Recreation Department, Mike Meersman, Parks and Recreation Director.

Any of the methods of the City contact set forth in section I.C. above may be utilized for delivering written questions as long as the questions are received no later than April 16, 2020.

Responses from the City will be posted on the City’s website no later than 72 hours prior to the submission deadline. Proposers may download responses from the City’s website at www.cityofkingman.gov.

E. Submission of Proposals

Proposals must be submitted at or before 2:00 p.m. on April 23, 2020 to the City Clerk's Office at 310 N. 4th Street, Kingman, AZ 86401.

Submissions received after the specified date and time will be rejected without consideration or evaluation. Submissions may be delivered via U.S. mail, personal delivery or commercial courier service to the appropriate address specified above. Faxed or electronic submissions will not be accepted.

The Proposer shall submit one (1) original unbound and two (2) bound copies of its proposal in a sealed package. The package should bear the Proposer's name and address and be clearly marked as follows:

"RFP – Rotary Mower for the Parks Department, RFP No. FIN20-001"

Proposer shall be entirely responsible for any consequences resulting from any inadvertent opening of unsealed or improperly identified packages. It is the Proposer's sole responsibility to see that its submittal is received as required.

The City reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in the proposals.

The City reserves the right to withdraw or cancel this RFP, or any part hereof at any time without prior notice and the City makes no representations that any contract will be awarded to any Proposer responding to this RFP.

The City reserves the right to issue a new RFP.

The City reserves the right to postpone proposal openings for its own convenience.

The City reserves the right to require confirmation of information furnished by Proposer, or for the Proposer to provide additional evidence of the ability to provide the product, or to obtain information from any source that has the potential to improve the understanding and evaluation of the proposals.

Proposals are not to be copyrighted.

F. Contract Type

It is anticipated the agreement resulting from this RFP, if awarded, will be a 60-month capital or operating lease.

G. Insurance Requirements.

The Proposer will be required to have in effect for the duration of the contract, insurance coverage acceptable to the City. Prior to the delivery of the equipment, the Proposer will submit to the City insurance certificates naming the City as an additional insured.

H. Protest of Award.

A protest of award must be physically delivered to the City Clerk within five (5) working days of the notice of award date. Packages containing protests shall be marked as follows:

RFP Award Protest, RFP – Rotary Mower for the Parks Department
City of Kingman
Attn: Annie Meredith, City Clerk
310 N. Fourth Street
Kingman, AZ 86401

I. Vendor Registration and IRS Form.

Prior to the execution of a Contract, the successful Proposer must properly fill out and complete a City Vendor Registration and IRS W-9 Form and file the documents with the City's Finance Department.

J. Disputes.

In the event any doubt or differences of opinions exists as to the items or service to be furnished hereunder, or from evaluation and/or testing of substitutes, or the interpretation of the provisions of this procurement, the decision of the City of Kingman shall be final and binding upon all parties.

K. Solicitation Document Conflicts.

In the event any discrepancies exist between the proposer(s) submitted response and the original solicitation document, the RFP on file with the City shall govern.

L. Response Preparation Costs.

Costs incurred by any Proposer in preparation of a response to this Request for Proposals shall be the sole responsibility of the Proposer and will not be reimbursed by the City.

M. Confidentiality.

The City of Kingman is subject to the Arizona Revised Statutes, Title 39, Chapter 1, relating to public records. The RFP herein states that the following RFP materials shall be submitted in confidence, shall remain confidential, and are exempt from disclosure to the extent allowed by law and pursuant to ARS § 41-2534, D., "Proposals shall be opened publicly at the time and place designated in the Request For Proposals. The name of each offeror and such other relevant information as is specified by rule shall be publicly read and recorded in accordance with rules adopted by the director. All other information contained in the proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall be open for public inspection after contract award. To the extent the offeror designates and the state concurs, trade secrets or other proprietary data contained in the offer documents shall remain confidential in accordance with rules adopted by the director."

II. Proposal Content and Forms

A. Proposal Format and Content

Letter of Transmittal

The original letter of transmittal shall be on 8.5" x 11" paper, bound in a binder, and addressed to Mike Meersman, Parks and Recreation Director and must, at a minimum, contain the following:

- a. Identification of Proposer that will have the authorization to commit to the contractual terms and conditions. Identification shall include legal company name, corporate address, telephone, fax number and e-mail address. Include name, title, address, telephone number and e-mail address of the contact person during the proposal evaluation phase.
- b. Acknowledgement of Proposer as to whether they shall be considered a Resident Offeror. A Resident Offeror is a City of Kingman bidder. When evaluating a bid, the applicable amount of the City's transaction privilege taxes shall not be included when the City is evaluating an award to be made between a City of Kingman bidder and an Arizona based non-City of Kingman bidder.
- c. Acknowledgment of any RFP addenda.
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal.
- e. Signature of a person authorized to bind Proposer to the terms of the contract resulting from the proposal.
- f. A statement to the effect that by signing the letter of transmittal, Proposer is attesting that all information submitted with the proposal is true and correct.
- g. Exceptions/Deviations - State any exceptions to or deviations from the requirements of this RFP. Where Proposer wishes to propose alternative approaches to meeting the City's requirements, these should be thoroughly explained.

Proposed Scope of work

The proposal shall include a detailed description of what is to be provided by the Proposer to achieve the results as stated in Section IV Scope of Work including but not limited to a copy of the proposed capital and/or operating lease agreement.

Appendices

Information considered by Proposer to be pertinent to this RFP and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Proposer is cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.

Cost of Proposal Form

The Proposer shall include with the proposal the completed cost proposal form, attached hereto as Exhibit A and incorporated herein by this reference.

III. Evaluation and Award

A. Proposal Evaluation Criteria

<p><i>Net Cost of Rotary Mower/Lease Terms</i> Using the cost proposal form, the proposed cost of the rotary mower will be evaluated. Lease terms will be examined to determine the best value for the City.</p>	<p>50%</p>
<p><i>Rotary Mower Meets Specifications</i> Rotary mower selection and features will be reviewed to determine if the rotary mower meet or exceed the minimum specifications as described in the RFP.</p>	<p>50%</p>

B. Evaluation Procedure and Award

An evaluation committee will be appointed to review all proposals received. The committee will be comprised of City staff. The committee members will review the proposals and score each proposal using the ranking criteria identified herein.

The overall scoring and ranking of proposals will be based upon the committee’s evaluation as to which proposal provides the greatest value to the City. The scoring will be weighted as follows:

- Net Cost of Rotary Mower/Lease Terms – 50%
- Rotary Mower Specifications – 50%

Once all proposals are reviewed by the committee, the highest ranked Proposer will then be notified. The final terms, solutions, cost and contract will be negotiated with the selected proposer. If unable to negotiate a contract, negotiations will commence with the next highest ranked Proposer.

IV. Scope of Work

A. General Information

Introduction

The City seeks to enter into a five (5) year lease agreement for 1 rotary mower. Proposals must include the cost of the rotary mower and two financing options – one for a capital lease and one for an operating lease. The capital lease must define a monthly payment, the interest rate, and any balloon payment, if applicable. The operating lease must define the terms of the lease including the monthly payment and optional purchase price.

Rotary Mower Specifications

4WD self-contained, Terrain Cut Rotary Mower, with five individual rotary mowing decks with individual rear rollers:

Engine Specs	<ul style="list-style-type: none"> • Engine must be AT LEAST 54hp @ 2600rpms • Must have no more than 4 cylinders • Diesel engine Required
Diagnostics and Display Settings	<ul style="list-style-type: none"> • Display settings must show on-board diagnostics • Display settings to be passcode protected • Turn speed needs to be automatically engaged
Operator Station	<ul style="list-style-type: none"> • Unit needs to have three access points to get on and off machine • Tilt steering Required
Mechanical Features	<ul style="list-style-type: none"> • Unit to have Hydraulic Wet Disc Brakes • GRIP all-wheel drive preferred • One hydraulic filter preferred
Unit Weight	<ul style="list-style-type: none"> • Unit must weigh no more than 4500lbs with Fluid

Cutting units	<ul style="list-style-type: none"> • Stamped deck REQUIRED • Mower deck must be constructed of 10 gauge steel MINIMUM • Unit to have Double- acting yoke • Cutting unit frame must mount to top of deck • Unit must have 5 mower decks maximum • Mowing decks must be larger than 24 inches • Mowing decks not to exceed 30inches • Cutting units must be able to cut 0.75-4 inches
Width of cut	<ul style="list-style-type: none"> • Total width of cut can be no greater than 9.5 Feet(114in), but no less than 8ft(96in)
Hydraulic System Capacity	Unit must have a capacity of 8.00 US Gal Minimum with no more than 12.5 US Gal Maximum
Fuel Tank	Fuel tank Capacity must hold AT LEAST 15.5 gallons, but not to exceed 23 gallons of fuel
ROPS	Unit must have ROPS(Roll over Protection Structure)
Lighting	Unit must have a minimum of 3 work lights
Dimensions	Height not to exceed 89 inches with ROPS up Length not to exceed 146 inches Transport width not to exceed 100 inches
Speeds	Maximum 13mph transport speed Maximum 8mph mowing speed Unit must not exceed 7mph in reverse
Warranty	Unit must have 2 year/Unlimited hour warranty
Delivery	Equipment shall be delivered to the City of Kingman Park & Recreation Department at 3333 Harrison in Kingman AZ on or before the date of delivery as submitted on the bid sheet. A vehicle that is bid with an expected delivery time in excess of 60 days from the date of order may be grounds for the bid to be awarded to the second lowest bidder.

**EXHIBIT A.
COST PROPOSAL FORM**

CITY OF KINGMAN, ARIZONA	
FINANCING LEASE OPTIONS	
Municipal Capital Lease Option Cost (Ownership Transfers to the Lessee at the end of Lease Agreement)	
Please provide the following:	
Rotary Mower Cost, including delivery	
Monthly Payment	
Balloon Payment, if applicable	
Interest Rate	
Other Relevant Terms:	
Municipal Operating Lease Option Cost (Ownership Does Not Transfer to the Lessee at the end of Lease Agreement)	
Please provide the following:	
Rotary Mower Cost, including delivery	
Monthly Payment	
Balloon Payment, if applicable	
Other Relevant Terms:	