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**La Crosse County**

**Request for Proposal**

**One (1)**

 **Equipment TrailerTable of Contents**

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**Section 1 - RFP Overview**

**1.1 Introduction**

»The objective of this procurement process is to select a vendor to provide the La Crosse County Highway Department with one (1) 30’ deck over wheel, 6’ “beaver tail”, air operated bi-fold ramps, 4 axle equipment haul trailer.

**Incurred costs**

The County is not responsible for any costs incurred by the Vendor in the preparation of the proposal, participation in the Vendors’ meeting, or for any other cost to the Vendor associated with responding to the RFP

**Section 2 - Proposal Submittal Instructions**

**2.1 RFP Schedule**

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

|  |  |  |
| --- | --- | --- |
| Activity | Time | Date |
| RFP released |  | 6/17/20 |
| Submission of proposals | 10:00 AM |  6/25/20 |
| Public Works and Infrastructure Committee meeting\* | 4:00 PM |  7/6/20 |

\*County Administrative Building

 400 North 4th Street

 La Crosse, WI

 Room 1107

Please note that this is the scheduled date as of the release of this RFP. It is the vendor’s responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.co.la-crosse.wi.us> via clicking on the header “Meeting Minutes / Agendas” or by contacting the County Clerks office at 608-785-9623.

**2.2 RFP location**

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the vendor’s responsibility to be aware of amendments that are posted on the web site. The address is:

<http://www.co.la-crosse.wi.us>

### 2.3 Submission of Questions

Scope of Work Questions:

Bob Boecher, Maintenance Superintendent 608-786-3841

rboecher@lacrossecounty.org

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879

Jostad.bryan@co.la-crosse.wi.us

**2.4 Submission of Proposals** All proposals shall be submitted in complete original form using the DemandStar procurement website. The DemandStar website is a procurement notification, document distribution and proposal collection website. DemandStar will serve as the proposal collection destination.

La Crosse County will no longer accept proposals that are mailed, (UPS, Fed EX, U.S.P.S.)f or dropped off in person.

Vendors must register on-line at <https://network.demandstar.com/>

Please call DemandStar at 1-866-273-1863 with questions.

**Proposals submitted will be marked as “Equipment Trailer”, and must be submitted to DemandStar no later than 10:00 am, CST, June 25, 2020.**

**Proposals received after the above date and time will not be reviewed.**

### 2.5 Opening of Proposals

The proposals will be publicly opened at 10:05 am, June 25, 2020 in the following location:

Highway Department

301 Carlson Road

West Salem, WI 54669

At that time, the names of vendors who properly submitted proposals will be announced. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

### 2.6 Ownership of Proposals

All proposals submitted on time become the property of the County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.

**2.7** Other **information**

Vendors may submit any other information that is not described in this proposal that would be beneficial to the County. If in the vendor’s opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County’s attention and be included in the proposal.

**2.8 Amendments to the RFP**

In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the website. The address is:

<http://www.co.la-crosse.wi.us/RFP/default.htm>

**2.9 Public Records Law**

All proposals are subject to the Wisconsin Public Records Law.

**Section 3 Specifications, equipment, warranty and training**

**Vendors shall describe their approach to provide the equipment and service described herein, including, but not limited to:**

.

**General:** The following specifications describe the minimum requirements for one (1) 60,000 lb capacity, 30 foot deck over tire, with air operated bi-fold ramps, equipment haul trailer.

New equipment proposed will be 2020 or newer, of current design and regular production models for which specifications are available. Machine modifications to meet the operational and capacity requirements shall be limited to the manufacturer’s published standard and operational equipment. All operating specifications are based on current SAE standards and shall be the basis for determining compliance with specified requirements.

A low mile demonstrator/trade-in no older than a 2018 model year will be considered, but it must be submitted as a separate proposal.

**General:** 4 axle, deck over tire, equipment trailer.

**Deck:** Main deck length, pierced frame.

 White Oak, 2” nominal

**Main Frame:** Engineered fabricated Hi-Tensile grade 8 main frame beams with grade 80 Jr-I cross members.

**Beavertail:** Wood inlaid beavertail (ILO self-cleaning angle iron)

Double incline

**Ramps:** 2 bi-fold air operated ramps. Full 2" White oak inlay'. Reinforced tread plate knife ends with extra crossmembers. This includes additional air reservoir tanks for ramp operation.

**Deck Height:** 33" Loaded, 35" Unloaded

**Deck Width:** 10’ wide,, 9.5’ tread width.

**Tie Downs:** Multiple D-Rings, placement to be determined by customer before final placement. 1" Straight, (One Set Centered on BVT).

**Brakes:** Air, ABS 2S/1M, Meritor WABCO (Parking brakes on all axles)

**Axles:** 25,000 lb capacity, with Oil Bath

**Suspension:** 55" spread, 25,000 lb heavy duty leaf spring. (9700 Hutch series or approved equal.)

Air lift axle, first and rear axles.

**Tires:**  235/75R17.5 load range J

 8 bolt (17.5X6.75) hub pilot.

**Hitch Length:** 7’ 6” center of coupler to headboard.

 5/8" Safety Chains, Grade 80

**Hitch Type:** 3" 100K Pintle, 3/4" grade I bolts.

**Tongue Jack:** 140,000 lb Twin 2 Speed (39,000 lb Lift Capacity)

**Trailer Plug:** 7 pole semi-type.

**Lights:** LED lights, sealed wiring harness, (Sealco).

 Factory install rearward facing and side mounted amber warning lights.

**Paint:** Black, 3M reflective red/silver conspicuity tape to outline the sides.

**Steps:** 2 Steps, l on the standard hitch and 1 in front of the axles on roadside

**Toolbox:** Toolbox, with lockable cover. Tool box to be located at the left front of the trailer..

**Demonstrator:** An example of the proposed equipment will need to be available for evaluation. The best

possible is to have an example to be viewed, but detailed literature will be accepted.

**Warranty:** The warranty period is to begin on the date the equipment is delivery to the County of La Crosse Highway Department.

**\_**

SPECIFICATION EXCEPTION PAGE

Write any exceptions to the above specifications, note if the exception exceeds the specification, or does not meet the specification.

**Section 4 How to respond to this RFP**

**4.1** For each proposed trailer, provide the information requested in Section 3

**4.2** Complete the Cost Schedule page in Section 6 below

**4.3** Please complete Vendor Signature Form

**Section 5 Evaluation of Proposals**

### 5.1 Evaluation Criteria

La Crosse County will evaluate the proposals using the criteria described below.

|  |  |
| --- | --- |
| Category |  Points |
| Equipment specifications and features  | 40 |
| Cost  | 40 |
| Warranty  | 20 |
| Total  | 100 |
| Vendor History | 0 to -15 |

**5.2 Vendor History with La Crosse County**

 The equipment in this RFP is crucial to an important public service performed by the

 La Crosse County Highway Department. As part of this evaluation, a vendor may have up
 to15 points subtracted based on the vendor’s past historic integrity with regards to
 providing required equipment specifications and supporting the performance of
 equipment.

 **Vendors with no previous history will be scored a zero**

**Section 6 Cost Schedule**

**Equipment Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Equipment Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total cost for one (1) – Equipment Haul Trailer as specified above, F.O.B.**

 **La Crosse County**

 **Highway Department**

 **301 Carlson Road**

 **West Salem, WI 54669**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 7 - Terms and Conditions**

**7.1** The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**7.2.** The County reserves the right to re-issue any requests for proposals.

**7.3.** Upon the selection of a finalist vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the County, for any reason, is unable to reach a final agreement with this vendor; the County reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.

**7.4** Clarification of proposals: The County reserves the right to obtain clarification of any point in a vendor’s proposal or obtain additional information.

**3.5** The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

**7.5.1** The County will award the purchase to the vendor whose proposal is most advantageous to the County. In determining the most beneficial offer, the County will consider such criteria as, but not limited to, cost, quality/workmanship, capability, standardization, major and minor exceptions to our specifications, superior design features, warranty, delivery, past experience, installation, equality, discount, customer satisfaction, bidder’s past performance and/or service reputation, and servicing capabilities. The County may opt to establish alternate selection criteria to protect its best interest, or to meet performance and operational standards.

**7.6** The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

**7.7** The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.

**7.8** The Vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.

**7.9** The selected vendor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.

**7.10** No reports, information, or data given to or prepared by the firm under contract shall
be made available to any individual or organization by the firm without the prior written approval of the County.

**7.11** Should the selected vendor merge or be purchased by another individual or firm contract continuation would be at the County's option.

**7.12** Brand names and brand specific specifications are used to establish general characteristics and standards of quality and performance. They are not used to limit competition. Vendors are encouraged to propose substitutes they consider equal to or better than what is specified and to state such substitutions on the exceptions page. Failure to list substitutions on the exceptions page may cause rejection of the bid, even at the time of delivery.

**Vendor Signature Form**

Description of bid or proposal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Vendor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Name of Vendor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The enclosed bid/proposal is true and correct to the best of my knowledge.

I understand that La Crosse County reserves the right to accept or reject any or all bids without stated cause. I also understand that La Crosse County may allocate said bids in any way most advantageous to the County.

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Identification Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**End of RFP**