

**Request for Proposals
for Purchase of a Tractor
and Related Attachments/Implements**



**Chino Basin Water Conservation District
May 11, 2020**

- Questions regarding RFP due May 15, 2020
- Proposals due by May 22, 2020
- Selection by June 2020

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**NOTICE REQUESTING PROPOSALS FOR:
CHINO BASIN WATER CONSERVATION DISTRICT**

**REQUEST FOR PROPOSALS (RFP) FOR
Purchase of a Tractor and Related Attachments / Implements**

The **CHINO BASIN WATER CONSERVATION DISTRICT**, hereinafter referred to as the **DISTRICT**, will receive responses for "Request for Proposals for Purchase of a Tractor and Related Attachments / Implements" until **May 22, 2020 at 5:00 p.m.** at the Chino Basin Water Conservation District, located at 4594 San Bernardino Street, Montclair, California 91763.

Email transmittals of the RFP may be made upon request. All requests shall be addressed to eskrzat@cbwcd.org stating the company name, address, contact name, title, and telephone numbers.

The envelope containing the RFP must be sealed and contain the words "Request for Proposals for Purchase of a Tractor and Related Attachments / Implements for the Chino Basin Water Conservation District."

It is the responsibility of the respondents to make sure the RFP is in the possession of the Board Clerk/Administrative Coordinator, Chino Basin Water Conservation District, prior to the date and time indicated. Otherwise, the RFP response will be rejected and not considered.

Proposals received after the deadline will be considered late. Late proposals will not be accepted and will be returned to the proposer unopened. Faxed proposals are not acceptable.

NOTICE TO RESPONDENTS

In addition to invitations issued to prospective respondents the RFP will be posted on the District's website to solicit additional responses from any other interested vendors or businesses.

There may be one or more amendments to this solicitation. In order to receive copies or notices of any such amendments, you must provide the information requested below to: Elizabeth Skrzat, at eskrzat@cbwcd.org. The District will send amendments only to those vendors that complete and return this form by end of business day (**5:00 p.m.**) on **May 15, 2020**. The return of this requested information form may be made by e-mail only, in order to expedite the procurement process.

RFP Reference **Request for Proposals for Purchase of a Tractor and
Related Attachments / Implements**

Company Name: _____

Mailing Address: _____

(City) (State) (Zip)

Telephone Number: _____

Fax Number: _____

Contact Person: _____

E-mail Address: _____

Amendments will be issued via email only. Any alteration to the documents by the respondent may be grounds for rejection of the RFP or cancellation of any subsequent award.

REQUEST FOR PROPOSALS ("RFP") FOR PURCHASE OF A TRACTOR AND RELATED ATTACHMENTS / IMPLEMENTS FOR THE CHINO BASIN WATER CONSERVATION DISTRICT

The Chino Basin Water Conservation District (District) is inviting qualified vendors to submit proposals for the purchase of a tractor and related attachments / implements.

1. INTRODUCTION

This RFP is intended to procure a tractor and related attachments / implements for the District in order to perform property and percolation basin maintenance throughout the District's service area. For the past 20 years, the District has utilized a high profile tractor to perform weed abatement with an attached 200 gallon spray rig with booms and a spray gun. It is also used to pull both a scraper and ripper but this procedure was short lived due to the vast amounts of rocks and boulders which required a heavier duty tractor and equipment. The tractor has been custom fitted with a forklift attachment for moving pallets, dumpsters, boulders, mulch, and other heavy materials. The District is also seeking the additional utility of a front loader bucket attachment.

The Chino Basin Water Conservation District is a public agency whose goal is the protection of the Chino Groundwater Basin in order to guarantee that current and future water needs of the region will be met. The Chino Groundwater Basin is protected by the capture and percolation of waters through the District's network of channels, basins and spreading grounds. Water Conservation education is provided to individuals and organizations within the service area which, encompasses all or portions of the following cities: Montclair, Chino, Ontario, Upland, Rancho Cucamonga and Chino Hills to further promote the efficient use of our water resources.

2. REQUIREMENTS FOR PURCHASE OF A TRACTOR AND RELATED ATTACHMENTS / IMPLEMENTS

The District will select the lowest and most responsive and responsible proposal. Quality and performance of equipment; references of the vendor; and initial as well as lifetime cost will be some of the attributes and factors considered. Timeliness of delivery may also be considered when making this award. Lowest price will not be the only factor to be considered in this selection process.

All vendors participating in this RFP process will be required to submit the following information:

- The legal name of your company, address, and telephone number.
- The year your present company was established as currently being operated.
- The name, address, and telephone number of the person to whom correspondence should be directed.
- Other than individual purchasers, a representative listing of clients with up to date contact information that have made similar purchases. Email addresses and phone numbers of referenced clients should be provided so the District can contact them for reference checks.

3. SCHEDULE OF RFP EVENTS

It is the goal of the District to select the tractor and related attachments / implements for purchase on or before **June 30, 2020**. In preparation for that action, the following schedule of events have been prepared.

Release of RFP	May 11, 2020
Deadline for Written Questions	May 15, 2020
Responses to Questions	May 18, 2020
Proposals are Due	May 22, 2020
Recommendation for Board Approval	June 8, 2020
Purchase Order Issued	June 9, 2020
Payment NLT	June 30, 2020

[All dates are subject to change at the discretion of the District's Executive Director.]

All questions, requests for clarifications, changes, exceptions or deviations to this RFP must be submitted **via email**:

Elizabeth Skrzat
Executive Director
Chino Basin Water Conservation District
Email: eskrzat@cbwcd.org

The District will respond to all written questions, if applicable, by issuing a written addendum. Prospective vendors are encouraged to submit the respondents contact form to receive any addenda.

4. SUBMITAL OF PROPOSAL

Three (3) copies of the proposals, including one copy containing an original signature, must be provided no later than close of business (**5:00 p.m.**) on **May 22, 2020**. Submittals received after this time will not be accepted and will be returned unopened.

All submittals should be clearly marked with the submittal address as follows:

Chino Basin Water Conservation District
Attention: Elizabeth Skrzat
4594 San Bernardino Street
Montclair, CA 91763

RFP Submittal for:

Request for Proposals for Purchase of a Tractor and Related Attachments / Implements for
the
Chino Basin Water Conservation District

Electronic Proposals:

Due to the current situation with the Coronavirus pandemic, emailed proposals will be accepted with the following specifications.

- Emailed proposals shall contain only PDF documents with the proposal and all attachments in one (1) emailed communication.
- Emailed proposals shall be sent to eskrzat@cbwcd.org with the subject reading "RESPONSE TO RFP FOR PURCHASE OF A TRACTOR AND RELATED ATTACHMENTS/IMPLEMENTS."

5. EQUIPMENT SPECIFICATIONS

The following specifications are minimum acceptable requirements. Any specific reference to manufacturer(s) and/or catalog/model/stock numbers provided is to establish the design, type of construction, quality, functional capability and performance level desired. The vendor may offer an alternate equipment believed to be an equal. Any alternate equipment proposed must be clearly identified by manufacturer and catalog, model or stock number. Adequate detailed specifications of the equipment offered must be included with your proposal to establish equivalency and to ensure that the equipment offered meets class specifications. Failure to provide equipment specifications and information may disqualify your proposal. The Chino Basin Water Conservation District shall be the sole judge of equivalency and acceptability.

Tractor Specifications:

5.1 General

- a. Unit shall be new, model year 2018, 2019, or 2020
- b. Unit must not be or have been used, demoed, rented or leased

5.2 Engine:

- a. 100-130 H.P.
- b. 4 cylinders
- c. Liquid cooled

- d. Diesel
- e. Dry type air cleaner / restriction indicator
- f. Injection pump Electronic CRS (common rail system)
- g. Governor, Electronic type
- h. Cold weather start aid

5.3 Transmission:

- a. Wet clutch multi-plate
- b. 4 speed with hi/low range and fully synchronized main transmission
- c. Differential lock
- d. Four-wheel drive
- e. Hydraulic shuttle
- f. Brakes – Hydraulic wet disc

5.4 Operator Station:

- a. Enclosed cab with windows that can open and close
- b. Heater/AC/Defroster
- c. Ergonomic seat – Air ride
- d. Front headlights
- e. Rear taillights
- f. Hazard lights – front and rear
- g. Directional signal lights – front and rear
- h. Indicator lights and instrumentation – Speedometer, RPM gauge, reverser neutral and hi/lo status light, hydraulic temperature light, transmission warning light, engine oil temperature gauge and warning light, oil pressure gauge, fuel tank gauge.
- i. Tilt and telescoping steering wheel
- j. Rearview Mirror
- k. External Mirrors – left and right
- l. Windshield wipers – front
- m. Interior dome light
- n. Back-up alarm
- o. Sun visors

5.5 Hydraulic System:

- a. Gear pumps / open center
- b. Pump output 17 GPM
- c. Available hydraulic flow 11 GPM @ 2,880 psi
- d. Remote valves – (2) self-cancelling detent float valve and detent valve

5.6 Power Take Off (PTO):

- a. RPM: 540/1000: 540/540E and 1000/1000E
- b. HP at PTO: 80HP

5.7 Tires:

- a. Agricultural- R-2

5.8 Three Point Hitch:

- a. Category 2
- b. Controls position with draft and mix controls
- c. Draft type – Top link sensing
- d. Right link adjustments – Turn buckle type
- e. Lift arms – Extendable lower link ends, adjustable stabilizers for hitch arms
- f. Lift capacity – 3,090 lbs. at pivot pin
- g. Lift capacity - 24” behind lift points, 6,063 lbs.

5.9 Electrical System:

- a. 12 volt
- b. Battery 12 volt 900 CCA
- c. Alternator – 45 amps

Attachment / Implement Specifications:

5.10 Front End Loader:

- a. Detachable hardened steel bucket – quick attachment
- b. 25 – 30 cubic foot capacity (Approximately 1 yard)
- c. Lift capacity: 5,000 - 5,500 lbs.
- d. Hydraulic bucket leveling

5.11 Forks:

- a. Detachable front-end hardened steel pallet forks – quick attachment
- b. Tine length - 48” long
- c. Adjustable width: 6.5”- 44”
- d. Lift capacity: 5,000 - 5,500 lbs.
- e. Tine width - 4”

5.12 Sprayer:

- a. Gearmore
- b. Capacity – 200 gallons
- c. Three point mounted
- d. Capable of spraying 23 GPM at 700 psi
- e. 20 ft. manual spray boom
- f. Steel hose reel to accommodate 100 feet of hose
- g. 100 feet of 1-3/8” heavy duty flexible spray hose
- h. (1) ‘Tommy Gun’ Handgun

6. COST OF RFP PREPARATION

The District reserves the right to amend, withdraw and cancel this RFP. The District reserves the right to reject all responses to this RFP at any time prior to contract execution. The District reserves the right to request or obtain additional information about any and all responses.

The District shall not be liable for any pre-contractual expenses incurred by any vendor preparing a submittal or portions thereof or by any selected vendor. Each vendor shall protect, defend, indemnify, and hold harmless the District from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by vendors, if any, in:

- Preparing the proposals and related information in response to this RFP
- Negotiations with the District or any matter related to this procurement
- Costs associated with interviews, meetings, travel, test drives, demonstrations or presentations
- All other expenses incurred by a vendor prior to the date of award and a formal purchase order

7. WITHDRAW OF PROPOSAL

Proposals may be withdrawn by written notice received by the District at any time prior to the submittal deadline.

8. INVOICING REQUIREMENTS

The District's terms are to pay or reject invoices within 30 days of receipt. Before payment is made, it also must verify that all invoiced charges are correct as per this contract. Only properly submitted invoices shall be officially received for payment. Thus, your prompt payment requires that your invoices be clear and complete in conformity with the instructions below.

All invoices must be itemized showing:

- a. Vendor name
- b. Remit address
- c. Complete description of equipment as stated on the proposal
- d. Prices per the contract

9. NEGOTIATIONS AND AWARD

All RFP submittals will be reviewed, evaluated and scored by a panel in accordance with Section 12. The District reserves the right to terminate this solicitation at any time and for any reason.

10. PREPARATION OF PROPOSAL

The proposals shall be signed and sealed by a duly authorized official of the vendor. The proposals shall contain an acknowledgment of receipt of all amendments and/or addenda to the RFP.

11. REQUIRED CONTENT AND FORMAT OF PROPOSAL

The District requires a specific format for the proposals. The proposals, not including the Appendices, shall not exceed 25 pages in length. Submission of a folded 11x17 sheet will be allowable and be counted as one (1) page towards the 25-page limitation requirement.

11.1 Cover Letter

The cover letter shall be limited to two (2) pages maximum and will not be counted as part of the total pages count for the submittal. The cover letter shall include a summary of the proposal and shall also identify a single person for possible contact during the RFP review process.

11.2 Qualifications of Vendor

- a. Vendor must be an original manufacturer, or distributor, or dealer authorized by manufacturer to sell their equipment with service and repair capabilities for the equipment.
- b. Vendor must supply references of three firms to which similar equipment / service have been provided during the past three years to a comparable-sized institution or company. If contacted, all of those references must verify that a high level of satisfaction was provided. Use Appendix B to list references.
- c. Vendor must be in the business of implement/lawn/farm equipment sales for the past 3 years.
- d. Vendor is requested to quote on maintenance agreements available after the expiration of the warranty term. Please include terms, which components shall be covered, and annual cost. A sample agreement form, including the terms and conditions, should be included with the proposal. If the tractor must be taken to the vendor for repairs, state whether a loaner tractor will be made available and, if applicable, for what cost.
- e. Vendor must provide designated District personnel with instructions on set-up and operation of the equipment systems.
- f. Vendor must be prepared to honor the manufacturer's standard warranty. Indicate warranty term and enclose standard warranty documents with your bid.

11.3 Additional Warrantees

List additional warrantees available and recommended for the unit and/or components.

11.4 Delivery

Delivery is desired as soon as possible after receipt of the purchase order. Please indicate in your proposal your estimated deliver time in calendar days once you receive the purchase order.

- a. F.O.B. Destination Freight Included – Delivery will be made by common carrier or vendor's truck, with unloading to be performed by the carrier/vendor and carton(s) transported to the interior/ground floor or inside dock at the MUB yard of the Chino Basin Water Conservation District's headquarters at 4594 San Bernardino Street, Montclair, CA 91763. Price schedule shall include all packing, transportation, fuel, insurance charges, and installation/operation manuals.

11.5 Price Schedule

Price schedule will be reviewed during the proposal review process. It should include, as stated above:

- a. Cost of the tractor
- b. Cost of all attachments / implements listed in the RFP
- c. Quote on maintenance agreements related to all items purchased after the expiration of the warranty terms
- d. Quote for additional warrantees recommended by the vendor
- e. Cost associated with delivery of the tractor and all components to the District's headquarters, if applicable

12. EVALUATION PROCESS AND CRITERIA

The District will appoint a selection panel to evaluate the proposals. Each member of the selection panel will evaluate each RFP using a 100-point scale and the evaluation criteria listed below to calculate a "proposal score" for each vendor. Each member will then rank the vendors by their respective "proposal score".

WRITTEN RFP EVALUATION CRITERIA:

- Equipment meets the District's requirements and needs for performance. 30 Points
- Equipment quality, considering both initial performance and performance over time. 20 Points
- Initial total cost of purchase, including attachments and delivery. 30 Points
- Equipment cost of maintenance over the vehicle's lifetime. 10 Points
- Timing of delivery 10 Points

TOTAL POSSIBLE SCORE: 100 Points

Each panel member will rank the vendor's proposal by their respective "proposal score." The selection panel will convene to discuss and evaluate scoring, and to select a short list of the top-ranked proposals based upon the rankings (not scores) of the responding vendors.

The top ranked vendors may be invited to respond to questions about their submittals either verbally (through a conference call or web conference system) or in writing.

The selection panel will determine the highest qualified vendor based on the rankings of the proposals. The Executive Director will submit the recommendation of the selection panel to the Board of Directors for consideration and approval.

13. NOTIFICATION AND DEBRIEFING OF UNSUCCESSFUL VENDORS

The Executive Director shall notify all of the vendors of the selection panel's recommendation once the recommendation is transmitted to the Board of Directors. Consultants desiring a debriefing will be allowed to make an appointment with the Executive Director. Debriefings will not be scheduled until the District has acted on the recommendation of the selection panel.

14. ADDITIONAL INFORMATION

14.1 EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer and requires all vendors to comply with policies and regulations concerning equal employment opportunity.

APPENDIX A

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

**APPENDIX A
SIGNATURE AND AUTHORITY AFFIDAVIT FORM**

COMPANY NAME:

FEIN (Federal Employer ID Number)

OR

Social Security # (if Sole Proprietorship)

Address: _____

City _____ State _____ Zip + 4 _____

Number of years in Business _____

Name the person to contact for questions concerning this proposal.

Name _____

Title _____

Phone (____) _____

Toll Free Phone (____) _____

Fax (____) _____

Email Address _____

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or vendor to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other vendor, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the close of the RFP process to any other vendor or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the tractor and other components of the proposed purchase order, having read completely the specifications, hereby proposes to perform everything required relating to this proposal.

I further certify that I have carefully examined the Request for Proposal and all terms herein.

Signature

Name (type or print)

Title

Date

This vendor hereby acknowledges receipt / review of the following addendum(s) (If any) Addendum #____ Addendum #____ Addendum

APPENDIX B

REFERENCES SHEET

**APPENDIX B
REFERENCES SHEET**

Vendor: _____

Provide company name, address, contact person, telephone number, and appropriate information on the equipment and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Equipment Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Equipment Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Equipment Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Equipment Used and/or Service(s) Provided: _____

APPENDIX C

COST PROPOSAL
FOR
PURCHASE OF A TRACTOR
AND RELATED
ATTACHMENTS / IMPLEMENTS

**APPENDIX C
COST PROPOSAL FOR PURCHASE OF A TRACTOR
AND RELATED ATTACHMENTS / IMPLEMENTS**

Vendor must submit a unit price for each item and a total price as designated. All prices must be quoted in U.S. Dollars.

Pricing shall remain firm for a minimum of sixty (60) days after submission of this proposal.

Vendor: _____

Line #	Description	Quantity	Unit Price
1	Tractor per specifications	1	
2	Additional components, attachments, and implements <i>(list item, plus each item's cost and quantity)</i>		
3	Quote on maintenance after the warranty term expires		
4	Delivery costs		
	TOTAL:		

Lead time for delivery of equipment is _____ days after receipt of order.

Equipment literature is included? () Yes () No

Warranty information is included? () Yes () No

An original and two copies of all required forms are included in the submittal? () Yes () No

Item Return Policy _____

APPENDIX D

DISQUALIFICATION QUESTIONNAIRE

APPENDIX E

**TWO COPIES OF COMPLETE SPECIFICATIONS
AND
DESCRIPTIVE BROCHURES OR DETAIL
FOR THE TRACTOR AND RELATED
ATTACHMENTS / IMPLEMENTS PROPOSED**

APPENDIX E
TWO COPIES OF COMPLETE SPECIFICATIONS AND DISCRIPTIVE BROCHURES OF
DETAIL FOR THE TRACTOR AND RELATED ATTACHMENTS / IMPLEMENTS
PROPOSED

The Vendor shall include in Appendix E two (2) copies of complete specifications and descriptive brochures of detail for the tractor and related attachments / implements proposed.

APPENDIX F

MANUFACTURER'S / VENDOR'S WARRANTY STATEMENT

APPENDIX F
MANUFACTURER'S / VENDOR'S WARRANTY STATEMENT

The Vendor shall enclose two (2) copies of the manufacturer's or vendor's warranty statement for the tractor and related attachments / implements proposed.

APPENDIX G

DISCLOSURE OF GOVERNMENT POSITIONS

APPENDIX H

EX PARTE COMMUNICATIONS CERTIFICATION

**APPENDIX H
EX PARTE COMMUNICATIONS CERTIFICATION**

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a Member of the District's Board of Directors concerning **RFP FOR PURCHASE OF A TRACTOR AND RELATED ATTACHMENTS / IMPLEMENTS** at any time after **MAY 11, 2020**.

Signature

Date

Print

OR

I certify that Proposer and Proposer's representatives have communicated after **MAY 11, 2020** with a Member of the District's Board of Directors concerning **RFP FOR PURCHASE OF A TRACTOR AND RELATED ATTACHMENTS / IMPLEMENTS**. A copy of all such communications is attached to this form for public distribution.

Signature

Date

Print