

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

6485

USED TOWING VEHICLE

For

CITY OF ANN ARBOR

FIRE DEPARTMENT

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main, B-35
Ann Arbor, MI 48104

Robert G. Devault C.P.M.
Purchasing Manger
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6485

August 20, 2009

Washtenaw County Purchasing Division on behalf of the City of Ann Arbor Fire Department is issuing a Sealed Request for Proposal (RFP) #6485 for a Used Towing Vehicle. This is a rebid of previous Request for Proposal (RFP) #6478.

Sealed Proposals: Vendor will deliver **one (1) original** and **two (2)** copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 2:00 p.m. on FRIDAY SEPTEMBER 4, 2009

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Please be sure the envelope is clearly marked "**SEALED RFP #6485**".
- Please direct purchasing and procedural questions regarding this RFP to Robert G. Devault at **734-222-6760** or devaultb@ewashtenaw.org
- Please direct any technical questions regarding this RFP to Battalion Chief Kevin Cook at **517-202-9402**.

Thank you for your interest.

RFP 6485 – USED TOWING VEHICLE

I. PROPOSAL

Definitions: “County” is Washtenaw County in Michigan.

“Bidder” an individual or business submitting a bid to Washtenaw County.

“Contractor” one who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal: The City of Ann Arbor Fire Department in conjunction with Washtenaw County is requesting bids for a used commercial vehicle to tow an enclosed equipment trailer. This trailer is thirty feet in length and has a total storage capacity of 20,000 pounds. The vehicle requested will be utilized regularly, although not daily.

Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **three (3) copies**, the one **(1) original and two (2) copies** (one copy unbound and suitable for photocopying) must be at the County on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’s ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

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II. PROPOSAL SPECIFICATIONS

The proposal shall include all the following information (failure to include all the information could result in disqualification):

- A. Contractor's Qualifications, years in business, experience in providing the level and type of equipment specified in the proposal.
- B. Bank references with name and phone number of contact person.
- C. At least three (3) current references using similar equipment listed in the proposal. Include company name, contact name and phone number.

III. TERMS AND CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See "Low Bid" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs. Washtenaw County may award the entire proposal to one bidder or it may be split between several bidders. Whichever is in the County's best interest.

Low Bid: Low Bid will be determined by response given on the Bid Sheet to the most responsive and responsible bidder. The successful bidder must be a sole-source provider if any body work, mechanical work, or other modifications are required. A third-party inspection of vehicle operational condition will be required, and provided by the purchasing authority. The successful bid will be based upon cost, vehicle appearance and operational condition, and suitability for emergency response operations, including any modifications which must be performed to attain response capability.

Term: The term will be for a one (1) year period from the date of award.

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IV. VEHICLE SPECIFICATIONS

Vehicle Requirements:

- Gross Vehicle Weight (GVW) of 26,000 pounds minimum
- Must be either a Service/Mechanic or Flatbed style truck
- Automatic transmission
- Minimum size engine of a Cummins 8.3 (or equivalent) size or larger
- Pintle hitch
- Cab able to seat 2 occupants with seatbelt restraint at minimum
- Clean title history
- Free of any logos or wording other than original equipment manufacturer provided on both interior and exterior
- Vehicle must meet all Department of Transportation standards
- Minimum cost of \$18,000.00 and not to exceed \$40,000.00

Optional Capabilities:

- Crew cab with seating for five or six occupants
- Air-conditioned cab
- Lift gate or small crane, given towing capacity and hitch operation are not impeded
- Compartments for jaws of life or other fire rescue tools

Bid Requirements:

- Bidder must provide photos of the following:
 - Exterior condition of vehicle depicting all four sides
 - Engine; minimum one photo
 - Cab; minimum one photo from each side, to include rear if vehicle is equipped as a “crew cab”
 - Odometer
 - Any equipment currently located on the vehicle, such as a generator, air compressor, or hydraulics
 - Photos depicting the condition of the bed or storage area
 - Other photos may be requested
- Vehicle service and maintenance history must be included with bid, including:
 - Department of Transportation inspection forms, if available
 - Dealer inspection forms, if available
 - Maintenance work performed at a dealership
 - Current condition of tires and brakes
- Written documentation of Gross Vehicle
- Documentation of manufacturer and model of engine and transmission
- Specifications and condition of all additional vehicle-mounted equipment
- Vehicle cost as delivered to the City of Ann Arbor Fire Department, 111 North Fifth Avenue, Ann Arbor, MI 48104

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BID SHEET

Vehicle cost as delivered to the City of Ann Arbor Fire Department, 111 North Fifth Avenue, Ann Arbor, MI 48104:

\$ _____

(Amount in words) _____ dollars

Earliest Delivery Date: _____

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SIGNATURE SHEET

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone/Fax#	_____ Email Address
_____ Federal Tax ID#	

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I.,F. above . If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.