

CITY OF RANCHO MIRAGE

**69825 HIGHWAY 111
RANCHO MIRAGE, CA 92270
(760) 770-3224**

**REQUEST FOR PROPOSALS
FOR
FORKLIFT PROCUREMENT**

**ISSUED:
AUGUST 1, 2019**

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CITY OF RANCHO MIRAGE
REQUEST FOR PROPOSALS
FOR
FORKLIFT PROCUREMENT

ANNOUNCEMENT:

The City of Rancho Mirage ("City") invites proposals from qualified, competent, knowledgeable, and experienced companies that will sell a FORKLIFT to the City and administer the duties and responsibilities set forth in this Request for Proposals ("RFP"), in compliance with all applicable laws, regulations, policies and procedures. Firms submitting proposals must be prepared to immediately enter into a contract or contracts for purchase and sale of vehicles equipped with the specifications set forth in this RFP.

PROPOSALS/OFFER SUBMITTAL:

Proposals will be accepted until **5:00 p.m. on AUGUST 22, 2019**, and each must be submitted **BY EMAIL** to:

Jesse Eckenroth at Jessee@ranchomirageca.gov
with a cc to Charles Nesbit at Charlesn@ranchomirageca.gov

FORKLIFT SPECIFICATIONS:

The selected company shall sell to the City one (1) FORKLIFT equipped with at least the following:

ONE (1) NEW 5,000 IB CAPACITY FORKLIFT with the following options:

- L4 Cylinder Engine
- 5,000 lb. capacity
- Propane fuel system w/ two (2) supplied LP tanks
- Solid Pneumatic tires
- UL approved
- EPA compliant
- Mast configuration 188.0 MFH/ 84.5 OAL/ 36.0' FFH Triplex. Minimum
- Single speed power speed transmission
- Standard ROPs overhead protection
- Electronic back up alarm
- English Language Markings North/South America
- 1.6x3.9x42 hook type- pallet forks
- Tilt cylinder and side shift cylinder
- Standard gauges and warning devices
- Tilt and adjustable steering column
- 1-year warranty
- Must be a make and model form one of the

following major manufactures:

Caterpillar
Mitsubishi
Toyota
Hyster
Yale

GENERAL INSTRUCTIONS FOR SUBMITTAL:

A. Proposal Submittal:

The proposer shall submit a proposal by **EMAIL** no later than **5:00 p.m. (Pacific Standard Time), AUGUST 22, 2019** to:

Jesse Eckenroth at Jessee@ranchomirageca.gov
with a cc to Charles Nesbit at Charlesn@ranchomirageca.gov

The proposals must not exceed the City server's fixed maximum message size of 35 megabytes.

B. Due Date and Time:

Proposals submitted after **5:00 p.m. on AUGUST 22, 2019** may, at the sole discretion of the City, be rejected as non-responsive and returned without review. For a proposal to be considered on time, **it must be sent via Email by no later than 5:00 pm on AUGUST 22, 2019.** At the discretion of the City, a "late" proposal may be considered only if a selection cannot be determined from among proposals received on time. The City shall not be responsible for, nor accept any as a valid excuse, any delay in Email. All proposals shall be **EMAILED** with the words clearly written in the Email subject line, "**PROPOSAL FOR FORKLIFT PROCUREMENT.**" Failure of the proposer to properly identify the proposal as described may result in the proposal being considered non-responsive. All proposals shall be firm offers subject to acceptance by the City and may not be withdrawn for a period of thirty (30) calendar days following the last day to accept proposals. Proposals may not be amended after the due date except by consent of the City. All proposals must clearly address all of the requirements outlined in this RFP. Each proposal shall be limited to twenty (20) pages and must include a minimum of three (3) references, which include the address, telephone number, and email address of each reference. Resumes and brochures may be added to the proposal, provided they are located in an appendix at the back of the proposal. Should the proposer have concerns about meeting any noted requirements, the proposer shall include a clearly labeled subsection with individual statements specifically identifying the concerns and exceptions.

C. RFP Addenda and Clarifications in Written Comments

All comments or questions from proposers must be submitted in writing and received **BY EMAIL no later than 5:00 p.m. on AUGUST 15, 2019** ("Addendum Due Date"), and must be submitted via the following approved written methods addressed to:

Charles Nesbit at Charlesn@ranchomirageca.gov, with a cc to Jesse Eckenroth at Jessee@ranchomirageca.gov

Any questions asked verbally shall not be addressed by the City. Submittal of written comments or questions shall not be considered by the City unless submitted **BY EMAIL** on or before the Addendum Due Date. Written comments or questions received via approved method and within the time prescribed herein will be addressed by the City's issuance of an addendum to this RFP. Notwithstanding anything else herein, if it becomes necessary for the City to revise any part of this RFP, or to provide clarification or additional information after this RFP has been issued, a written addendum will be posted and published on the City's website, <http://www.ranchomirageca.gov>. In the event posting on the website is not practicable due to technical difficulties, the addendum will be emailed to each bidder that submits a bid. It shall be the responsibility of the proposers to maintain current, up to date email addresses with the City if any addenda are to be emailed in the event posting on the website is not practicable due to technical difficulties. All addenda shall become part of the RFP.

D. Pre-contractual Expenses:

The City shall not be responsible for, under any circumstances, any claims of expenses necessary for the proposer to receive, evaluate, complete and deliver the proposal. The proposer should also not include any pre-contractual expenses or fees in the proposal.

E. Conflicts of Interest:

The proposer affirms that to the best of his or her knowledge, there exists no actual or potential conflict between the company's business or financial interests, and any commissioner, officer, employee, or agent of the City.

F. Proposed Contract:

The City shall enter into a contract with the selected company for purchase of the vehicles described in this RFP utilizing the selected company's standard agreement for purchase of vehicles ("Standard Agreement").

PROPOSAL FORMAT AND CONTENT:

A. Presentation

Proposals shall be submitted in an 8 ½" x 11" format.

B. Proposal Content

1. Transmittal Letter

- a. Contact information, identification of firm, name and email address and telephone number;
- b. A statement to the effect that the proposal will remain valid for thirty

(30) days from the due date for the proposals;

- c. Acknowledgement of receipt of addenda, if any;
- d. Signature of person authorized to bind the terms of the proposal.

2. Table of Contents

Following the transmittal, provide a table of contents for the proposal.

C. Cost and Price

This section shall disclose all charges, fees, deposits and taxes to be assessed and/or charged to the City as will be reflected in the Standard Agreement.

D. Appendices

Furnish as appendices, supporting documentation as requested.

PROPOSAL EVALUATION AND CONTRACT AWARD:

Following a review of the proposals, the City shall determine whether to award the contract to a particular bidder or to reject all proposals. The award of contract, if made, shall be to the lowest responsible and responsive bidder as determined solely by the City. Additionally, the City reserves the right to reject any or all proposals, and to accept any bid or portion thereof, to waive any irregularity in the offers received, all as may be required to provide for the best interests of the City. In the event of any such rejection, or in the event a proposer's offer is not rejected but does not result in contract award, the City shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal.