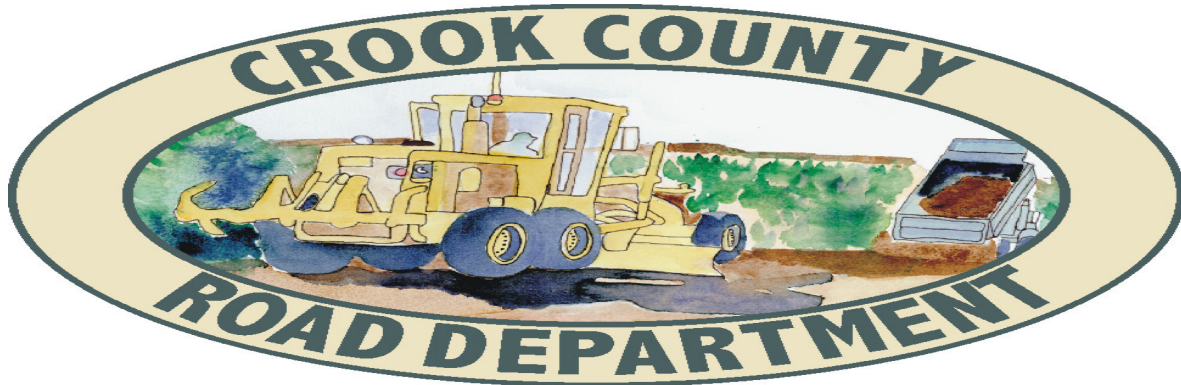


# PROPOSER'S SUBMITTAL



1306 N. MAIN  
PRINEVILLE, OREGON 97754

PROJECT NAME: Purchase of Road Grader

CONTRACT NO: 2018-01

PROPOSAL DUE: Friday, February 2, 2018 at 2:00 p.m.

PROPOSAL OPENING: Friday, February 2, 2018 at 3:00 p.m.

AWARD DATE & TIME: Wednesday, February 7, 2018 at meeting  
of the Crook County Court (estimated time 9:00 a.m.)

# PROPOSAL INFORMATION PACKET

## **Purchase of Road Grader Crook County, Oregon**

### PROJECT INFORMATION

<b><u>Project Name:</u></b>	Purchase of Road Grader
<b><u>Date of Issue:</u></b>	Thursday, January 18, 2018
<b><u>Project Owner:</u></b>	Crook County, Oregon
<b><u>Department:</u></b>	Crook County Road Department

Crook County, Oregon, is seeking competitive proposals for a new or used road grader for its Road Department. This Request For Proposals is distributed pursuant to ORS 279B.060.

Crook County is a rural community encompassing nearly three thousand square miles. The Road Department is responsible for road maintenance throughout the County. Firms interested in submitting an offer should complete the Proposal Form attached to this Proposer's Packet.

The desired specifications for the new or used road grader are listed below.

### PROCUREMENT TIMETABLE

- A. Procurement documents for proposing will be available: Thursday, January 18, 2018.
- B. Proposal closing date and time: **Friday, February 2, 2018, at 2:00 p.m.** local time as determined by the official clock located in the Crook County Administration office.
- C. Proposal opening date, time and location: Proposals will be publicly opened and read aloud on **Friday, February 2, 2018 at 3:00 p.m.** local time at the Crook County Administrative Office. All proposals will be announced at that time.
- D. Contract Award: Final award will be announced during County Court at **Wednesday, February 7, 2018 (estimated time 9:00 a.m.)**
- E. The County reserves the right to change this schedule or terminate the entire procurement process at any time.

### SPECIFICATIONS AND DETAILS

#### **Purchase of Road Grader Crook County, Oregon**

- 14 Foot Mold Board/Blade
- 6-Wheel Drive
- Model year between 2010 and 2014
- Under 2500 operation hours
- Ripper Scarifier.
- Front Lift Group
- Conventional Mechanical Levers
- 1400 Tires at least

- 49,500 lb. Gross Weight
- Steering Wheel
- JKlink Ultimate
- Deluxe Lighting Package
- Cab with Air Conditioning
- All Wheel Drive

## **PROCUREMENT DOCUMENTS**

Availability of Documents: Proposal packets will be available at Crook County Administration Office, 300 NE 3<sup>rd</sup> Street, Room 10, Prineville, Oregon 97754 (541) 447-6555.

## **PROPOSER'S REPRESENTATIONS**

By making a proposal the proposer represents that:

- A. The proposer has read and understands the proposing documents. The proposer has asked the County all questions necessary to clarify any ambiguity, vagueness, or inconsistency it perceives may exist in the proposing documents.
- B. The proposal is made in compliance with these documents.
- C. The proposal is based upon the materials, equipment, and systems required by the proposing documents without exception.
- D. Proposer has used complete sets of proposing documents in preparing proposals; County does not assume responsibility for errors or misinterpretations resulting from the use of incomplete sets of proposing documents.

## **ADDENDA**

This Proposer's Packet may be changed only by a written addendum issued by the County. When an addendum is issued, it shall be posted to the County's website, [www.co.crook.or.us](http://www.co.crook.or.us), under "Bid Information (RFP's)."

Addenda shall be posted on the Crook County website under "Bid Information" not later than five (5) calendar days prior to the date fixed for the closing of proposals on **Friday, February 2, 2018, at 2:00 p.m.** Failure of a prospective proposer to respond to timely-noticed addenda in his/her proposal may cause a proposal to be rejected as non-responsive. Each proposer shall ascertain prior to submitting a proposal that the proposer has received all addenda issued.

## **PROPOSING PROCEDURES; PREPARATION OF PROPOSALS**

- A. Proposing documents must be *received* no later than **Friday, February 2, 2018, at 2:00 p.m.** Proposals will be opened at the Crook County Road Department **Friday, February 2, 2018, at 3:00 p.m.**
- B. Proposing documents may be submitted:

1. In a sealed envelope and plainly marked on the outside showing the name of the proposer, the words "Grader Proposal," and addressed to: Crook County, Attn: Eric Blaine, Ass't County Counsel., 300 NE 3<sup>rd</sup> Street Room 10, Prineville, OR 97754.

2. By fax, with a cover sheet plainly listing the name of the proposer, the words "Grader Proposal," and faxed to: (541) 416-3891. To be effective, a faxed proposal must be *received* by Crook County before the deadline, and the proposer must seek written confirmation from the County that the fax was received.

3. By email, with a subject line beginning with "Grader Proposal" and including the name of the proposer, to be emailed to Colleen.ferguson@co.crook.or.us; **and** CC'd to Jennifer.orozco@co.crook.or.us. To be effective, an emailed proposal must be *received* by Crook County before the deadline, and the proposer must seek written confirmation from the County that the email was received.

Any proposals received after **Friday, February 2, 2018, by 2:00 p.m.**, will not be considered. Postmarks, date stamps, or other such signifiers will not be used as a basis for determining timely delivery.

### **RIGHTS RESERVED BY THE COUNTY**

The County reserves the right, in its sole discretion, to pursue any or all of the following actions in regard to this Proposer's Packet:

- A. Issue addenda.
- B. Request additional information and/or clarification from proposer(s).
- C. Permit the timely correction of errors, and waive minor deviations.
- D. Issue subsequent proposals based on refinements of concepts proposed in response to the proposal invitation.
- E. Withdraw the request for proposals.
- F. Extend the time for submittal of proposals.
- G. Select the proposer that, in the judgment of the County and any evaluation process notwithstanding, is most likely to succeed in delivering the goods and services desired by the County.
- H. Take whatever other action it deems best in its interest.
- I. The County reserves the right to conduct interviews with proposers and inspections of equipment to further facilitate ranking pursuant to the criteria.
- J. To reject any and all proposals not in compliance with all prescribed public contracting procedures and requirements, reject for good cause any proposals upon the finding that it is in the public interest to do so, and waive any and all informalities.
- K. The request for proposals does not obligate the County to accept any proposal, negotiate with any proposer, award a contract, or proceed with the development of any project described in response to this invitation.

- L. All proposals and proposals shall become the property of the County and will not be returned to the proposer.
- M. This invitation does not and shall not commit the County or any of its agents to enter into any agreement, pay any costs incurred in the preparation of any response, or procure or contract for any services or supplies. The County reserves the right to accept or reject any or all responses to the invitation, to request proposals from any, all or none of the applicants or any other individual, or to delay or cancel the request for proposals, in part or in its entirety, if it is in the best interests of the County to do so. Responses to this invitation are entirely voluntary and made with this knowledge.
- N. It is the policy of Crook County to provide equal employment opportunity for all persons in compliance with federal and state laws without regard to race, color, religion, sex, age, national origin, physical or mental disability.

### **PROJECT COORDINATOR POINT OF CONTACT**

Questions should be directed to Robert E. O’Neal, Crook County Road Master, 1306 N. Main Street, Prineville, Oregon 97754; Telephone: (541) 447-4644 or Cell (541) 480-1365.

### **PREVAILING WAGE RATE**

This is **not** a public work contract subject to State Prevailing Wage Rate or the Federal Prevailing Rate of Wage required under the Davis-Bacon Act (40 USC § 3141 et seq.)

### **SUBMISSION OF PROPOSALS**

A successful proposal shall provide the minimum information and certifications requirements as follows:

- A. Contractor agrees that all of the applicable provisions of Oregon law relating to public contracts are, by this reference, incorporated in and made a part of the Proposal.
- B. A statement identifying whether or not the proposer is "resident bidder" as defined in ORS 279A.120(1).
- C. Contractor's certification of non-discrimination in obtaining any subcontractors in accordance with ORS 279A.110(4).
- D. Contractor will obtain all necessary operating permits and licenses to complete the transaction, including but not limited to shipping and delivery.
- E. The proposer shall provide **complete answers** to the proposal by completing the **Proposer’s Submittal (Attachment 1)** attached hereto and incorporated herein by reference.

### **COMPLIANCE WITH APPLICABLE LAWS**

By submitting a proposal, proposer certifies conformance with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this agreement, including without limitation:

- (I) Titles VI and VII of the Civil Rights Act of 1964 as amended;
- (II) Title V and Section 503 and 504 of the Rehabilitation Act of 1973 as amended;
- (III) The Americans and Disabilities Act of 1990 as amended by ORS 659.425;
- (IV) The Health Insurance Portability & Accountability Act of 1996;
- (V) The Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended;
- (VI) The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended;
- (VII) All federal and state laws and regulations concerning Affirmative Action toward equal employment opportunities;
- (VIII) All regulations and administrative rules established pursuant to the foregoing laws; and
- (IX) All other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to this project and required by law to be so incorporated.

### **HOLD HARMLESS**

The proposer agrees to indemnify, defend and hold the County, its elected officials, agents, officers, and employees, harmless and defend all damages, losses and expenses included, and to defend all claims, proceedings, lawsuits and judgments arising out of or relating from the fault of the proposer, the proposer's agents, representatives or subcontractors in the performance or failure to perform in accordance with instructions to proposers. However, the proposer shall not be required to indemnify any indemnitee to the extent the damage, loss or expense is caused by the indemnitee's negligence.

The proposer shall not permit any lien or claim to be filed or prosecuted against the County in connection with this contract and agrees to assume responsibility should lien or claim be filed.

**PROPOSAL SECURITY** No proposal security is required for this solicitation.

### **EVALUATION AND ACCEPTANCE OF PROPOSAL (AWARD)**

It is the intent of the County to award a contract to the qualified proposer which presents the best value to the County, taking into consideration price and all other relevant factors, provided the proposal has been submitted in accordance with the requirements of the proposal documents, is judged to be reasonable, and does not exceed the funds available. Negotiations with the highest rated proposer will follow. Any protest of award must be filed with the County within five (5) business days of the proposal opening. The successful proposer may not commence work until a purchase order or sale contract has been executed by both parties.

### **NOTICE OF INTENT TO AWARD**

A notice of intent to award will be posted on the Crook County website, [www.co.crook.or.us](http://www.co.crook.or.us), on the page listed for "Bid Information (RFP's)."

### **EXHIBIT LIST**

Exhibit A: Proposer's Submittal

EXHIBIT A: PROPOSER'S SUBMITTAL

Instructions: Please complete this Submittal and return as specified in the Proposer's Packet.

The County will only accept proposals for a Road Grader which meets all the specifications and details listed in the Proposer's Packet. Proposals for items which feature only some but not all of the specifications will not be accepted unless no other proposals are received.

Be certain to sign this Submittal where indicated.

This Proposer's Submittal serves as **Exhibit A** to the Proposer's Packet, the terms of which (including but not limited to the Proposer's certifications) are incorporated herein and made a part hereof.

**Offer:**

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Hours: \_\_\_\_\_

Total Price: \$\_\_\_\_\_ Attach order form *including all terms of sale.*

Proposer \_\_\_\_\_ **is** \_\_\_\_\_ **is not** a resident bidder as defined in ORS 279A.120(1). [CHECK ONE]

Proposer certifies non-discrimination in obtaining required subcontractors, if any, in accordance with ORS 279A.110(4).

Proposer \_\_\_\_\_ **possesses** \_\_\_\_\_ **does not possess** an unexpired certificate issued by the Oregon Department of Administrative Services issued under ORS 279A.167 unless Proposer is exempt under ORS 279B.110. [CHECK ONE]

Proposer agrees that all of the applicable provisions of Oregon law relating to public contracts are, by this reference, incorporated in and made a part of the Proposal.

**The name of the Proposer who is submitting this Proposal is:**

Proposing Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**This is the address to which all communications concerning this Proposal shall be sent.**

IN WITNESS HERETO, the undersigned has set his/her hand this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_