

Request For Proposals

To Provide a Tractor for the City of South El Monte



RFP Release Date: January 24, 2018

RFP Response Due: 5:00 p.m. February 21, 2018

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I. General Information

Community Profile

Incorporated in 1958, the City of South El Monte is an industrial community of approximately 21,000 residents, encompassing 2.3 square miles. The City is located approximately 13 miles east of downtown Los Angeles and is adjacent to two major freeways and a major State Route in the San Gabriel Valley.

South El Monte offers a good blend of older and younger residents working in the same dedication and community spirit that the city was founded upon. Both residents and the City's business community are working together to make the City a better place to live and work.

After almost six decades, the City of South El Monte has matured into a viable commercial and industrial base, with over 2,400 businesses within its 2.3 square miles. The City is currently focusing on improving the environment of the community and making it a better place to live and work.

Overview

The City is soliciting proposals for a tractor that can be financed over a five (5) or seven (7) year period.

II. PURPOSE & SERVICES DESCRIPTION

The purpose of this Request for Proposals (RFP) is to procure a tractor for the City of South El Monte. The City wishes to obtain a tractor and finance the tractor over a five (5) or seven (7) year period. The City will procure no more than one tractor.

Proposers shall prepare final tractor bid documents (e.g. descriptions and specifications of tractor and financing options) and submit their proposals to the City Clerk (Attn: R. Juarez, City of South El Monte, 1415 Santa Anita Avenue, South El Monte, CA 91733), no later than 5:00 p.m. on February 21st, 2018.

III. TRACTOR PREFERENCES

The City is seeking to purchase a tractor for its Maintenance Department with similar or superior specifications to the tractor that the City currently possesses. Specifications for the City's current tractor can be found in Attachment B (Current Tractor Specifications).

The Tractor that the City intends to purchase will be used daily by the Maintenance Department to assist with breaking cement, pouring hot asphalt for grading and sidewalk repairs, and filling trash bins at the City's corporate yard. Each proposer should submit a bid that contains information on the proposed tractor's standard equipment, optional equipment, and available services, along with five (5) and seven (7) year financing options for the tractor.

IV. INFORMATION TO BE INCLUDED IN THE PROPOSAL

Each proposal submitted in response to this RFP must include the following:

1. Specifications of the tractor, including standard and optional equipment or services, and a comparison of the proposed tractor's specifications to those of the City's current tractor outlined in Attachment B (Current Tractor Specifications);
2. General information about Contractor (i.e. location of office(s), years in business, information about past tractor sales, and any experience working with public entities);
3. Five (5) and seven (7) year financing option details for the proposed tractor;
4. Any additional information you believe will be helpful to assist in the review of your proposal. Include any attachments, exhibits, or reports which may help the City gain an understanding of your firm's ability to provide a suitable tractor at the lowest cost to City;
5. Claims History – The proposer shall provide information on any litigation arising out of work related to their projects or their sub-Contractor's projects for the last five (5) years. Please refer to **Attachment A** ("Claims History").

Three (3) copies of the Proposal which must not to exceed 25 pages (double sided pages counts as 2 pages) shall be submitted to the City Clerk (Attn: R. Juarez, City of South El Monte, 1415 Santa Anita Avenue, South El Monte, CA 91733), no later than 5:00 p.m. on February 21st, 2018.

V. CORRECTIONS

Corrections or revisions to the RFP and other documents prepared by the Contractor are anticipated and shall be considered part of the normal preparation process. No extension of time or fees shall be allowed for corrections as described herein.

VI. GENERAL INFORMATION

1. This Request for Proposal does not commit the City to pay any cost incurred in the preparation of a response.

VIII. PROPOSAL REVIEW

All proposals will be reviewed by a Selection Committee comprised of City staff. The various significant criteria that will be considered in the evaluation of proposals are summarized below. The City's final selection will not be determined by any single factor or criteria, including price. The relative importance of the factors considered is determined by the Selection Committee's judgment, which will include both objective and subjective analyses. A Contractor may be

eliminated from consideration for failure to comply with any of the requirements outlined in this Request for Proposals.

The contract will be awarded, if at all, to the responsive and responsible bidder that submits the most advantageous Proposal to the City. The City reserves the right to waive minor irregularities and omissions in any submission. The City reserves the right to reject any or all submitted proposals, and no representation is made that any contract will be awarded pursuant to this Request for Proposals. All costs incurred in the preparation of the proposal, in the submission of additional information, and/or in any other aspect of a qualifications submittal prior to the award of a written contract will be borne by the respondent. The City will provide only the staff assistance and documentation specifically referred to herein, and will not be responsible for any other cost or obligation that may be incurred by the respondent. All items submitted to the City shall become the property of the City. The Contractor selected will be required to sign the City's Professional Services Agreement prior to City Council approval, a copy of which will be provided upon request. The City Council has final authority to approve or deny the selection of any proposal.

Below is the anticipated schedule for the Contractor selection process:

Request for Proposal Posting/Mailing	January 24, 2018
Submittal Deadline	February 21, 2018
Tentative Final Selection/Negotiation	March 13, 2018
Tentative City Council Award	March 27, 2018

For further information, contact Mr. Rene Salas, Public Works Director, at 626-579-6540.

IX. VENDOR AGREEMENT

Proposers must provide their proposed form of sale agreement, with all required warranties. This form is subject to review, modification, and approval by the City.

END OF RFP

ATTACHMENTS TO FOLLOW

Attachment A	Claims History
Attachment B	Current Tractor Specifications
Attachment C	Local Business Preference Policy

ATTACHMENT A

CLAIMS HISTORY

Each Contractor shall submit a summary of whether or not any of the following events have occurred within the past five (5) years and, if so, a brief description of the circumstances involved (including, without limitation, the names of parties involved, current status and final disposition of the matter of dispute):

Failure to disclose any circumstances requested in the following paragraphs is grounds for disqualification.

- Failure by Contractor or any sub-Contractor to enter into a contract to which it has received an award by a public entity.
- Forfeiture of a bid or proposal bond by proposer or any sub-Contractor.
- Termination for default under a contract awarded by a public entity to Contractor or any sub-Contractor.
- Debarment of Contractor or any sub-Contractor by any municipal, county, state, federal, or local agency (note: debarment is grounds for automatic disqualification).
- The filing of a lawsuit or arbitration in which the Contractor or a sub-Contractor was a defendant or cross-defendant at any time within the past five (5) years that involved the performance of project, program, or construction management services and that involved an amount in controversy sought to be recovered from Contractor or the sub-Contractor of more than \$100,000.00.
- Conviction of Contractor, a sub-Contractor, or any of their principals or officers for violation of a state or federal antitrust law involving bid rigging, collusion, or restriction on competition between bidders, or conviction of violating any other federal or state law relating to bidding or contract performance (note: such conviction is grounds for automatic disqualification).
- Any publications involving firm or principals alleging or claiming corruption (such claims are grounds for automatic disqualification).
- Any suspension, revocation, or other disciplinary proceeding relating to a contracting or professional license issued to proposer or a sub-Contractor.

ATTACHMENT B

CURRENT TRACTOR SPECIFICATIONS

Overview

Production:

Manufacturer: J.I. Case

J.I. Case 480LL Engine:

J.I. Case 3.1L 4-cyl diesel

full engine details ...

Capacity:

Fuel: 23.5 gal [88.9 L]

Hydraulic system: 10.8 gal [40.9 L]

3-Point Hitch:

Rear Type: I

Power Take-off (PTO):

Rear RPM: 540 (1.375)

Dimensions & Tires:

Wheelbase: 80 inches [203 cm]

Weight: 6670 lbs [3025 kg]

Front tire: 7.50x16

Rear tire: 14.9x24

full dimensions and tires ...

J.I. Case 480LL attachments:

front-end loader

all 480LL attachments ...

J.I. Case 480LL Power:

Engine (gross): 52 hp [38.8 kW]

Engine (net): 47 hp [35.0 kW]

Mechanical:

Chassis: 4x2 2WD

Steering: power

Brakes: hydraulic

Cab: Four-post ROPS/FOPS.

Hydraulics:

Type: open center

Capacity: 10.8 gal [40.9 L]

Pressure: 2200 psi [151.7 bar]

Pump flow: 23.9 gpm [90.5 lpm]

Steering flow: 6.4 gpm [24.2 lpm]

Electrical:

Ground: negative

Charging system: alternator

Charging amps: 39

Battery:

Cold-cranking amps: 575

Volts: 12

Engine

Engine Detail:

J.I. Case G188D

diesel

4-cylinder

liquid-cooled

188 ci [3.1 L]

Bore/Stroke: 3.812x4.125 inches [97 x 105 mm]

Power (gross): 52 hp [38.8 kW]

Air cleaner: dry

Compression: 17.5:1

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Rated RPM:	2100
Torque:	138 lb-ft [187.1 Nm]
Torque RPM:	1400
Starter:	electric
Starter volts:	12
Oil capacity:	7 qts [6.6 L]
Coolant capacity:	15 qts [14.2 L]

Transmission

Transmission:

Type:	power shuttle
Gears:	4 forward and reverse
Clutch:	hydraulic

Power shuttle transmission with torque converter. Synchronized up-shifts from gears 2-3 and 3-4. Synchronized down-shift from gears 4-3.

Speeds: With 14.9x24 rear tires.



Dimensions

J.I. Case 480LL Tires:	
Industrial front:	7.50x16
Industrial rear:	14.9x24
Industrial front:	8.00x16
	11Lx16

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City of South El Monte – Tractor Procurement

Industrial rear:	16.9x24
	17.5Lx24

Dimensions:	
Weight (shipping):	6670 lbs [3025 kg]
Front axle load:	36000 lbs [16329 kg] (dynamic)
	9000 lbs [4082 kg] (static)
Rear axle load:	54000 lbs [24494 kg] (dynamic)
	13500 lbs [6123 kg] (static)
Wheelbase:	80 inches [203 cm]
Length:	118 inches [299 cm] *
	194.2 inches [493 cm] *
Width:	80 inches [203 cm]
Height (steering wheel):	68.9 inches [175 cm]
Height (ROPS):	96 inches [243 cm]
Height (exhaust):	105 inches [266 cm]
Ground clearance:	12.6 inches [32 cm]
Front tread:	59.1 to 62.2 inches [150 to 157 cm]
Rear tread:	60.2 to 66.2 inches [152 to 168 cm]

* All information can be found online at: <http://www.tractordata.com/industrial-tractors/000/2/9/295-ji-case-480ll.html>

ATTACHMENT C

LOCAL BUSINESS PREFERENCE POLICY

City of South El Monte Local Business Preference Policy

Purpose

Recognizing that a sustainable economy is the result of a healthy local economy, the City of South El Monte will promote practices that help preserve local businesses and maintain the City's tax base.

Definition of Local Business

A "local business" shall mean any business which

1. Has or maintains a fixed office, distribution point, or place of business within the City and
2. Whose business address is not a post office box, and
3. Which is shown by records maintained by the City's finance department as having secured and paid all necessary business licenses and applicable fees and taxes imposed by the City.

Exceptions

The local business preference policy shall not apply where prohibited by law or regulation including, but not limited to, public works contracts or specific state or federally funded projects.

Purchases of Supplies, Equipment and Non-Professional Services

A. In addition to meeting the definition of a local business (defined above) the business, to be considered as a local business, must also possess a valid resale license from the California State Board of Equalization showing evidence of a local business address within South El Monte and the payment of the local share of the sales tax must go to the City of South El Monte. If the local business has more than one office in the State of California, the office located in South El Monte shall be the point of sale credit for the purpose of sales tax calculation.

B. Award Preference

1. When competitive bidding is used, and the lowest bidder is not a local business, a local business whose bid is within five percent (5%) of the lowest bid may match the lowest bid (but not greater than \$5,000). The offer to match shall be in writing and personally delivered to the purchasing officer within two (2) business days of the date of the bid opening.
2. When more than one local business meets the criteria above, priority shall be given to local businesses in order or proximity to the lowest bid.
3. Where a local business and a non-local business submit equivalent bids, the purchasing officer shall give preference to the local business.
4. The purchasing Officer may ask bidders requesting a preference to provide documentation evidencing eligibility. Any bidder who intentionally misrepresents

their eligibility to receive a bid preference may be disqualified by the Purchasing Officer from the bidding process and from submitting any future bids for up to three (3) years.

Purchases of Professional Services

Since professional services are selected on basis other price, the local business preference does not apply.