



REQUEST FOR PROPOSAL

TRAILER MOUNTED 6 INCH TRASH PUMP (Equipment Purchase)

CITY OF EAST PALO ALTO, CA

Issue Date: March 18, 2024



CITY OF EAST PALO ALTO

Incorporated in 1983
2415 University Avenue
East Palo Alto 94303
Telephone: (650) 853-3100

REQUEST FOR PROPOSAL FOR TRAILER MOUNTED 6 INCH TRASH PUMP

PURPOSE

The City of East Palo Alto intends to solicit bids from qualified companies to provide pricing for a trailer mounted 6 inch trash pump for the City of East Palo Alto.

1.0 PROPOSAL SUBMITTAL REQUIREMENTS

- 1.1. To be considered, each bidder must submit a response to this Request for Proposal (RFP) and respond to the SELECTION CRITERIA identifying your understanding of the purchase requested. The proposal must be signed, in ink, by an official authorized to bind the bidder to its provision.
- 1.2. Proposals must be marked as "Equipment Purchase Bid" and must be received **by 2:00 p.m. PST, Friday, April 12, 2024.** The bidder is responsible for the timely receipt of their proposal. Late or faxed proposals will **not** be considered.
- 1.3. The content of this RFP, it's under scope of work, the proposal and any mutual understandings resulting from oral presentations will become contractual obligations if a contract ensues. The failure of the successful bidder to accept these obligations may result in the cancellation of a proposed contract. The City of East Palo Alto further reserves the right to interview the key personnel assigned by the successful bidder for this purchase. **The City of East Palo Alto reserves the right to reject any and all proposals.**

2.0 NONDISCRIMINATORY PRACTICES

- 2.1. In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4, the City hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

3.0 LIABILITY

- 3.1 The City of East Palo Alto assumes no responsibility or liability for costs incurred by the contractor prior to the signing of an agreement. The total liability of the City of East Palo Alto is limited to the terms and conditions of any contract resulting from this RFP.

4.0 INDEMNIFICATION

- 4.1 The contractor shall indemnify and hold harmless the City of East Palo Alto and its agents and employees, from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials and equipment required to produce the services required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from; and 2) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

5.0 GENERAL PROPOSAL REQUIREMENTS

- 5.1 The proposals shall include the following:
- 5.1.1 Name of firm or company, business address, name of contact person, telephone number, and email address (if applicable).
 - 5.1.2 References, especially government organizations, preferably governmental entities in California; and specifically in the San Francisco Bay Area.
 - 5.1.3 Reason(s) why you believe your firm should provide these services to the City of East Palo Alto.

5.1.4 Copies of all applicable licenses and insurance certificates (i.e., worker's compensation, general liability, unemployment compensation, etc.).

5.1.5 Any other pertinent information that you believe will assist the City in understanding your company and assurances if awarded the contract, i.e., most recent financial statement, bonding certificate.

5.2 All information contained in this proposal is subject to disclosure.

6.0 **SELECTION CRITERIA**

Responses to this RFP will be evaluated based upon the following factors as presented to the bid proposals:

6.1 **Capability, Qualifications and References – (30%)**

6.1.1 The written proposal should indicate the ability of the contractor to meet the terms of the RFP.

6.2 **Price - (70%)**

6.2.1 This factor will be based on the total cost of the equipment.

7.0 **GENERAL CONDITIONS**

7.1 Insurance required during entire length of agreement is as follows:

1. Worker's Compensation coverage per statutory requirements
2. Liability coverage as follows:

<u>Bodily Injury</u>	<u>Property Damage</u>
\$1 million per person	\$1 million each accident
\$1 million each aggregate	\$1 million aggregate

7.2 The contractor shall comply with any and all rules and regulations established by the city regarding security, health and safety, and conduct of contractors and employees.

8.0 **SUMMARY**

This RFP is designed to allow qualified companies to provide proposal to the City of East Palo Alto.

8.1 Six copies of the completed proposals must be received **no later than 2:00 p.m.**

on Friday, April 12, 2024.

Proposals must be addressed in the following manner:

City of East Palo Alto
Public Works Department
150 Tara Road
East Palo Alto, CA 94303
Attn: Jay Farr, Maintenance Manager

- 8.2 Format: Proposals should be 8 1/2 x 11 inches, bound in a single document and organized into sections following the order specified under contents.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- a. Cost effectiveness.
- b. How well the submitted proposal for service fits the needs of the city.

The above selection criteria are provided to assist responders to proposals and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of East Palo Alto, and a recommendation for award of contract will be presented to the East Palo Alto City Council for disposition. Incomplete and/or late proposals will not be considered.

OTHER CONSIDERATIONS

The City of East Palo Alto reserves the right to reject any and all proposals. This Request for Proposal does not commit the City to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of East Palo Alto reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposal, if it is in the best interest of the City to do so. The City may require the selected bidders to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

QUESTIONS

Questions should be directed in writing to:

Jay Farr
Public Works Maintenance Manager
150 Tara Road
East Palo Alto, CA 94303
Email: jfarr@cityofepa.org

Exhibit A

TRAILER MOUNTED 6 INCH TRASH PUMP

Specifications Compliance

The Bidder shall note their compliance with each specification in the box provided with an X or check mark. Each line item requires an X or check mark. Any specification left blank shall be considered a non-responsive Bid and will be rejected. Any deviations from the specifications or where submitted literature does not fully support the meeting of the specifications, must be clearly cited and explained by the Bidder in the comment section following the specifications. The City will be responsible for determining specifications compliance.

Yes No Each line specification requires checking either the Yes or No box

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Pump supplied shall be the manufacturer's current production model and shall be priced with all of the standard equipment as specified in the manufacturer's printed literature. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vendor shall quote purchase price to include manufacturer's warranty for one (1) New 2022/2023 Model Trailer Mounted 6 Inch Trash Pump. The warranty shall commence upon acceptance of the completed equipment by the City. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vendor shall quote the price for the one (1) New 2022/2023 Model Trailer Mounted 6 Inch Trash Pump including sales tax. vendor quote shall include delivery charges to the City. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pump must meet all current air quality standards, California Emission Control Regulations, all Federal Safety Standards, and Department of Motor Vehicle Regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vendor shall include estimated delivery date of the New 2022/2023 Model Trailer Mounted 6 Inch Trash Pump. The estimated delivery date shall be one hundred eighty (180) days or less from the date of RFP award. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6 inch capacity pump Chassis |
| <input type="checkbox"/> | <input type="checkbox"/> | Duel Floats to operate pump automatically Chassis |
| <input type="checkbox"/> | <input type="checkbox"/> | Diesel Engine |
| <input type="checkbox"/> | <input type="checkbox"/> | 4 Cylinders Engine |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum 70 horse power |
| <input type="checkbox"/> | <input type="checkbox"/> | Cooling system- heavy duty, automatic shutdown/over temperature protection |

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Yes No **Each line specification requires checking either the Yes or No box**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Air filter- dry type, dual element, with restriction indicator |
| <input type="checkbox"/> | <input type="checkbox"/> | Newest available Tier 4 final engine |
| <input type="checkbox"/> | <input type="checkbox"/> | Sound levels to be at 80 Decibel or less |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety decals- displayed in English and Spanish |
| <input type="checkbox"/> | <input type="checkbox"/> | Must be delivered with full tank of fuel |
| <input type="checkbox"/> | <input type="checkbox"/> | Tachometer, engine oil, coolant, voltmeter, hour meter and fuel gauge |
| <input type="checkbox"/> | <input type="checkbox"/> | Manuals and videos – (operator, service, parts and repair) |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguisher – 5 lb ABC (mounted) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5 year 3000 hour bumper to bumper with service mileage |
| <input type="checkbox"/> | <input type="checkbox"/> | Service program (to service pump for duration of warranty) |
| <input type="checkbox"/> | <input type="checkbox"/> | High output warning strobe light (mounted) |
| <input type="checkbox"/> | <input type="checkbox"/> | LED rear warning/signal lights |
| <input type="checkbox"/> | <input type="checkbox"/> | Battery charger mounted in cabinet as back up |

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Request for Proposal (RFP) Form

TO: City of East Palo Alto
Public Works Department
150 Tara Road
East Palo Alto, CA 94303

Date: _____

In compliance with the Invitation for Request for Proposal (RFP) for One (1) New 2022/2023 Model Trailer Mounted 6 Inch Trash Pump hereby offers to sell to the City of East Palo Alto, in accordance with the terms, conditions, requirements and specifications set forth in the RFP documents for the price quoted on this RFP Form for One (1) New 2022/2023 Model Trailer Mounted 6 Inch Trash Pump.

MANUFACTURER: _____

MODEL NUMBER: _____

DELIVERY DATE: _____
One Hundred Eighty (180) days or less from the date of issued Purchase Order

TOTAL PRICE \$ _____
Total Price includes California Sales Tax, California Tire Recycling Fee, DMV documentation fees, freight, and delivery charges

BIDDER'S COMPANY

PRINT NAME - AUTHORIZED

ADDRESS

AUTHORIZED SIGNATURE

TELEPHONE NUMBER

ARE YOU CLAIMING A LOCAL BUSINESS PREFERENCE? ___ YES ___ NO
If yes submit written proof of the address of your principle place of business and a copy of your current City business license.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP PROPOSAL FORMS