



CITY OF EAST PALO ALTO
Request for Proposals for Equipment Purchase
Electric Compact Mini Sweeper and 410 Backhoe Excavator

Release	Wednesday, September 16, 2026
Deadline	Wednesday, October 7, 2026, 2:00 P.M.
City Contact	Jay Farr Maintenance Division Manager 150 Tara Road East Palo Alto CA 94303 Phone: 650-853-3105 jfarr@cityofepa.org
Proposal Submittal	One (1) proposal in PDF format emailed to: Janet Nunez-Aguilar Interim Management Analyst I jnunez@cityofepa.org

The City of East Palo Alto invites proposals for professional equipment purchase of:

- One (1) electric compact mini sweeper and;
- One (1) 410 backhoe excavator

1. Introduction

The Maintenance Division of the Public Works Department of the City of East Palo Alto ("City") invites qualified equipment manufacturers, dealers, distributors, and authorized representatives ("Vendor" or "Proposer") to submit proposals for the purchase and delivery of the following equipment:

- One (1) electric compact mini sweeper; and
- One (1) 410 backhoe excavator

The purpose of this Request for Proposals ("RFP") is to obtain competitive pricing and identify a qualified vendor capable of providing the equipment specified in this RFP, including delivery, applicable taxes, freight, standard equipment, warranty coverage, and other costs necessary to place the equipment into service.

The City may award the purchase to one vendor for both items and may award individual items to different vendors. If doing so is determined to be in the City's best interest.

This RFP is as an equipment procurement solicitation. Vendors should clearly identify the manufacturer, model, specifications, included equipment, warranty, delivery schedule, and total purchase price for each proposed item.

2. Specifications

A. Electric Compact Mini Sweeper

The City seeks to purchase one (1) new electric compact mini sweeper suitable for municipal street, sidewalk, parking lot, public facility, and other maintenance applications.

The proposed sweeper shall include, at a minimum:

- New, current production equipment;
- Fully electric operation;
- Electric battery system and charging equipment;
- Sweeping system appropriate for municipal applications;
- Operator controls and instrumentation;
- Debris hopper or collection system;
- Water/dust suppression system, if standard or available;
- Safety equipment and warning systems required by applicable law;
- Standard manufacturer equipment and accessories necessary for normal operation;
- Operator's manual and maintenance documentation; and
- All equipment, components, and accessories necessary for the

equipment to be delivered ready for operation.

The Vendor shall provide the following information:

- Manufacturer;
- Model number;
- Year of manufacture;
- Overall dimensions;
- Operating weight;
- Sweeping width;
- Hopper capacity;
- Battery type and capacity;
- Estimated operating time/runtime;
- Charging requirements;
- Charging time;
- Charging equipment included;
- Maximum operating speed;
- Turning radius;
- Noise level, if available;
- Warranty;
- Recommended maintenance schedule;
- Availability of replacement parts and service;
- Estimated delivery date; and
- Any optional equipment or accessories recommended for municipal use.

If the proposed equipment differs from any of the City's desired specifications, the Vendor shall clearly identify the difference and explain the proposed alternative.

B. 410 Backhoe Excavator

The City seeks to purchase one (1) new 410 backhoe excavator suitable for municipal public works, streets, utilities, construction, excavation, and maintenance applications.

The Vendor shall provide the following information for the proposed backhoe:

- Manufacturer;
- Model number;
- Year of manufacture;
- Engine make and model;
- Horsepower;
- Operating weight;
- Maximum digging depth;
- Maximum reach;
- Loader bucket capacity;
- Backhoe bucket size;

- Standard bucket configuration;
- Transmission type;
- Four-wheel drive capability;
- Hydraulic system specifications;
- Fuel capacity;
- Tire configuration;
- Cab configuration;
- Safety equipment;
- Standard attachments and accessories;
- Warranty;
- Recommended maintenance schedule;
- Availability of replacement parts and service;
- Estimated delivery date; and
- Optional attachments or accessories and associated costs.

The Vendor shall identify any equipment included in the base price and separately identify optional equipment.

3. Questions & Communication

All questions concerning this RFP shall be submitted via email to:

Jay Farr
Maintenance Division Manager
Email: jfarr@cityofepa.org

Questions should be received by end of day on Wednesday September 23rd, 2026. Answers will be published on City RFP webpage Friday September 25th, 2026 by end of day.

Milestone	Date
RFP Issued	September 16, 2026
Written Questions Submitted to City	September 23, 2026
Answers to Questions Published	September 25, 2026
Proposal Submittal Deadline	October 7, 2026, at 2:00 P.M.
Contract Awarded by City Council	Nov/Dec 2026

4. Proposal Guidelines

A. General Guidelines

RFP submissions must be received, in full, by the City via email at or before the stated time to be considered. Failure to comply with the requirements set forth in this RFP may result in disqualification. Proposals and/or modifications received after the hour, and date specified above will not be accepted. Submitted proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing before the submittal deadline. No handwritten notations or corrections will be allowed. The responding vendor is solely responsible for all costs related to the preparation of the proposal.

The City reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the vendor selected.

Each proposal shall adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of all technical terms used. Emphasis should be on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

To be considered, each Vendor must submit a response to this RFP and respond to the selection criteria demonstrating your understanding of the purchase requested. The proposal must be signed by an official authorized to bind the Vendor to its proposal.

Proposals must be received **by 2:00 P.M., Wednesday, October 7, 2026.** The Vendor is responsible for the timely receipt of the proposal. Late, proposals will **not** be considered.

Each proposal shall provide the following information:

B. Vendor Information

Please provide the following:

- Legal name of company;
- Business address;
- Mailing address, if different;
- Name and title of authorized representative;
- Telephone number;
- Email address;
- Federal Tax Identification Number, if required for contracting;
- Type of business/entity;
- Manufacturer, dealer, distributor, or authorized representative status; and
- Name of manufacturer(s) represented, if applicable.

C. Equipment Information

For each proposed piece of equipment, provide a complete description of the equipment, including manufacturer, model, year, specifications, standard features, accessories, and warranty. Vendor literature and manufacturer specification sheets may be attached to the proposal.

D. Pricing

Pricing shall be provided separately for each piece of equipment. The proposed price shall include all costs necessary to deliver the equipment to the City ready for operation, including, as applicable:

- Equipment purchase price;
- Standard equipment and accessories;
- Optional equipment identified by the Vendor;
- Freight and shipping;
- Delivery;
- Applicable sales or use taxes;
- Assembly or setup;
- Pre-delivery inspection;
- Manufacturer preparation charges;
- Documentation;
- Training, if offered or included; and
- Any other charges associated with the purchase.

The City shall not be responsible for costs that are not clearly identified in the proposal.

E. Delivery

The Vendor shall provide a firm or estimated delivery schedule from the date of purchase order or contract execution.

The proposal shall identify:

- Estimated lead time;
- Estimated delivery date;
- Location from which equipment will be shipped;
- Any known supply-chain constraints; and
- Any conditions that could affect delivery.

If the equipment is currently in stock, the Vendor shall identify its availability and anticipated delivery date.

F. Warranty and Service

The Vendor shall provide complete warranty information, including:

- Standard manufacturer's warranty;
- Warranty duration;
- Components covered;
- Labor coverage;
- Battery warranty, where applicable;
- Exclusions;
- Warranty claim procedures;
- Location of authorized service facilities; and
- Availability of field service.

Vendors shall identify whether warranty service can be performed within the San Francisco Bay Area.

G. References

Provide at least three (3) references for comparable equipment purchases completed within the past five (5) years.

Preference may be given to references involving:

- Municipalities;
- Public agencies;
- Government organizations;
- California public agencies; and
- Agencies located in the San Francisco Bay Area.

For each reference, please provide:

- Agency/company name;
- Contact person;
- Title;
- Telephone number;
- Email address;
- Equipment purchased;
- Manufacturer/model;
- Approximate purchase date; and
- Brief description of the transaction

H. Financial and Other Information

The City may request additional information reasonably necessary to evaluate a Vendor's ability to perform the purchase. Vendors may provide relevant information regarding company experience, financial capacity, bonding, insurance, dealership authorization, or other qualifications.

4. Pricing Form

Vendors shall complete the following pricing information:

- **Item 1 – Electric Compact Mini Sweeper**

<u>Description</u>	<u>Amount</u>
Manufacturer	
Model	
Base Equipment Price	\$
Standard	\$
Equipment/Accessories	
Optional Equipment/Accessories	\$
Freight/Shipping	\$
Delivery	\$
Setup/Preparation	\$
Applicable Taxes	\$
Other Charges	\$
Total Purchase Price	\$

Estimated Delivery: _____

Warranty: _____

- **Item 2 – 410 Backhoe Excavator**

<u>Description</u>	<u>Amount</u>
Manufacturer	
Model	
Base Equipment Price	\$
Standard	
Equipment/Accessories	\$
Optional Equipment/Accessories	\$
Freight/Shipping	\$
Delivery	\$
Setup/Preparation	\$
Applicable Taxes	\$
Other Charges	\$
Total Purchase Price	\$

Estimated Delivery: _____

Warranty: _____

The City reserves the right to award one or both items, subject to available funding and City Council authorization.

5. Selection Criteria and Evaluation Process

City staff will be responsible for the proposal evaluations. This team, in accordance with the criteria listed below, will evaluate all proposals received as specified. The City team members, in applying the major criteria to the proposals, may consider additional criteria beyond those listed.

The final selection will be the Vendor which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing the equipment, and is in the City's best interests. The written proposal should clearly demonstrate how the Vendor could best satisfy the requirements of the City.

The City maintains the sole and exclusive right to evaluate the merits of the proposals received. The City will consider the ability, capacity, character, integrity, reputation, and expertise in the award of the project. Cost will be only one factor in determining the selection, and as such, the contract might not be awarded to the lowest responsible Proposer.

City staff will review and evaluate all timely and responsive proposals. The City will evaluate proposals based on the following criteria:

Evaluation Criteria	Weight
Price and Total Cost of Ownership	70%
Vendor Capability, Qualifications and References	30%
Total	100%

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

Proposals will be reviewed and evaluated by the City, and a recommendation for award of contract will be presented to the East Palo Alto City Council for disposition. The City will review and evaluate all submitted documents received in response to the RFP.

- a. After the submittals are evaluated and ranked, the City, at its sole discretion, may elect to interview (including a demonstration of equipment) one or more respondents. Please note that respondents may be asked to submit additional documentation. In addition, the City reserves the right to select a proposal without conducting interviews.
- b. If a commitment is made, it will be to the most qualified with whom City is able to successfully negotiate the compensation and terms and conditions of all agreements.
- c. Once a vendor(s) is selected, staff will make a recommendation to the City Council. Final selection of a vendor(s) and authority to proceed with the purchase shall be at the sole discretion of the City Council.

If the City is unable to negotiate a satisfactory agreement, with terms and conditions the City determines, in its sole judgment, to be fair and reasonable, the City may then negotiate with the remaining most qualified vendors, until a vendor is selected, or a determination is made to reject all submittals.

6. Proposals Submittal

Complete submittals shall be emailed in PDF format to the following staff member:

Janet Nunez-Aguilar
Interim Management Analyst I
Email: jnunez@cityofepa.org
Email Subject Line: "Maintenance Division Equipment Purchase Bid"

All costs incurred during submittal preparation or in any way associated with the Vendor's preparations, submission, presentation, or oral interview shall be the sole responsibility of the vendor. Vendors are liable for all errors or omissions contained in their proposals.

7. General Conditions

Vendors are advised to become familiar with all conditions, instructions, and specifications of this solicitation. By submitting a proposal, Vendor represents and warrants that it has thoroughly examined and is familiar with work required under this solicitation, that Vendor has conducted such additional investigation as it deems necessary and convenient, that Vendor is capable of providing the equipment requested by the City in a manner that meets the City's objectives and specifications as outlined in this solicitation, and that Vendor has reviewed and inspected all materials submitted in response to this solicitation. Once the vendor has been selected, a failure to have read the conditions, instructions, and specifications herein shall not be cause to alter the contract or for Vendor to request additional compensation.

A. Non-Discrimination Requirement

Vendor and its subsidiaries shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination and non-harassment in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, sexual orientation, medical condition or physical disability. Vendor agrees to abide by the City of East Palo Alto's Policy Against Discrimination, Harassment, and Retaliation adopted by the East Palo Alto City Council on December 21, 2004.

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 proposers 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 proposals in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

B. Indemnification

The Vendor 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. The Vendor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the Vendor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

C. Conditions of Proposal Acceptance

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The City reserves the right to: waive any minor irregularities or informalities contained within RFP, and/or reject any or all proposals received as a result of this request, and negotiate with any qualified contractor, or to cancel the RFP in part or whole. All proposals and material submitted will become the property of the City and will not be deemed confidential or proprietary. The City reserves the right to award in whole or in part, by item or group of items, by section or geographic area, when such action serves the best interests of the City. The City and Vendor may agree to add additional areas to the contract (Attachment) by mutual agreement later. The City may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.