

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Snowmobile/OHV Trailer RFP

<p>Background:</p> <p>Authorization is sought to issue a request for proposals for the purchase of a trailer to transport snowmobile/OHV. Currently, the two snowmobile and ATV trailers being used are old and in poor shape. The trailers have repaired over the years, including recently when an axle on one of the trailers failed. The second trailer also needs repairs. The safety of the current trailers is in question based on the usage, and the Sheriff's Office thinks it's time to replace them.</p>	<p>Requested Action:</p> <p>Authorize issuance of request for proposals for purchase of snowmobile/OHV trailer</p>
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ATTACHMENTS: Proposed RFP

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)

To be notified of Meeting:
Jim Littlefield

To attend Meeting:

Scheduled for meeting on: July 19, 2023

Action taken:

Follow-up:

Umatilla County, Oregon
216 S.E. Fourth Street
Pendleton, OR 97801

Request for Proposals
Enclosed Snowmobile/OHV Trailer

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

Undersheriff Jim Littlefield
Umatilla County Sheriff's Office
4700 NW Pioneer Place
Pendleton, OR 97801
541-966-3630
jim.littlefield@umatillacounty.gov

1. Description of Project

Umatilla County is requesting proposals for the purchase of a new enclosed Snowmobile/OHV bumper pull trailer with the following specifications:

Trails West RPM BP (bumper pull), 28 foot, Snowmobile/OHV Trailer,

Burandt Edition, including: (Fold-down benches, Forced Air Furnace w/track melt, (2) Batteries, Converter/110 outlets, (2) TB Cabinets, Traction Blocks, Ducted Heat Package, Ski glides on Ramps & Cargo Area, Mirror, Porch Light, (2) Exterior Flood Lights, Lower Light Package, Paper Towel Rack/Cabinet, Onesie Rack, Extra Shelf w/coat hooks and USB ports)

Tandem Axle

White exterior with Black Roof

Power Rear Ramp

(1) Window 24" x 30" Driver Front RPM

Lined and Insulated Roof and Walls

Extreme Cold Package (insulated floor, 2nd furnace)

Tie Down Rail System

At least 8' inside width, and at least 7" inside height

Weight 4200 lbs., Axles 6000 lbs., Tires ST225/75R15 LRE

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than 10:00 a.m., _____, 2023, Room 121, Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, OR 97801. Proposals received by facsimile or electronically are not acceptable.

3. Schedule of Activities

RFP Issued: _____, 2023

Proposal Submission Deadline: Must be received in Room 121 of the Umatilla County Courthouse by 10:00 a.m., _____, 2023.

Public Bid Opening: _____, 2023 10:00 a.m.

Award of Contract: As soon as possible after opening.

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

4. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

5. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Quality of product.
- b. Ability to meet specifications.
- c. Delivery date.
- d. Cost.

6. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Enclosed Snowmobile/OHV Trailer." Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period of time the proposal remains valid. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposer's ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and

all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.

b. **Withdrawal of Proposals.** Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

1. Specifically rejects the proposal or;
2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

c. **Modifications.** Any proposer may modify its proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

d. **Acceptance or Rejection of Proposals.** Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful proposer, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals.

e. **Interpretations.** No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

f. **Taxes.** Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted from federal taxes, specifically, but not limited to excise and transportation taxes.

7. Evaluation of Proposals

An evaluation team will judge the merit of proposals received in accordance with the general criteria specified in this RFP. This evaluation team will make a recommendation to the Board of Commissioners, who will then make the final decision.

8. Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-47.