

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

Request for Proposals
Cargo 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

1. Description of Project

Umatilla County is requesting proposals for the purchase of a new enclosed cargo trailer with the following specifications:

2022 or 2023 Enclosed Cargo Trailer, tandem axle
7' x 18' to 7' x 20'
Rear loading ramp
One-piece aluminum roof
16" O/C roof
(2) LED Loading lights with switch
(2) stabilizer jacks under rear corners
6" of ATP along exterior bottom of sidewalls
12" of extra height for 78" rear ramp opening
Additional floor cross members (12' O/C)
Reinforced ramp for the extra height

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than 10:00 a.m., to April 10, 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: March 22, 2023

Proposal Submission Deadline: Must be received in Room 121 of the Umatilla County Courthouse

by 10:00 a.m., April 10, 2023.

Public Bid Opening: April 10, 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 Cargo 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 proposers 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.