



RFP

Lincoln County Maintenance Plow Truck

To Whom it May Concern:

The Lincoln County Maintenance Department is requesting proposals for a 2014/2015 Four Wheel Drive $\frac{3}{4}$ or 1 ton Pickup Truck with V-Plow delivered to the Lincoln County Maintenance Department located in Merrill, Wisconsin.

The County is currently looking for potential Bidders capable of meeting or exceeding the minimum specifications outlined in the RFP.

July 30, 2014

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1. INTRODUCTION

PROJECT OVERVIEW

The Lincoln County Maintenance Department is requesting proposals for a 2014/2015 Four Wheel Drive ¾ or 1 ton Pickup Truck with V-Plow delivered to the Lincoln County Maintenance Department located in Merrill, Wisconsin.

OVERVIEW OF THE CURRENT DEMOGRAPHICS AND ENVIRONMENT

The County is located in North Central Wisconsin and is 16 miles north of Wausau. The area is served by two major highways, STH 64 and USH 51. The County encompasses 900 square miles and ranks 44th in size among the State's 72 counties. The population at the 2010 census was 28,684. Lincoln County has two major cities, Merrill and Tomahawk, with Merrill serving as the County seat. There are 16 townships in the County.

The local economy is extremely diverse with substantial year round tourist traffic. The County has numerous campgrounds and resorts. There are over 314 miles of snowmobile trails, 196 miles of winter ATV trails, 50 miles of cross-country ski trails and over 700 lakes. Lincoln County has worked to promote the development of affordable housing for entry-level workers. Lincoln County is a Supervisor form of Municipal Government. Lincoln County is divided into 22 Supervisory Districts, which elect 22 supervisors. The supervisors are elected for two year terms.

With current population of approximately 9,661, the City of Merrill is the largest municipality within Lincoln County and is known as "The City of Parks." The second largest city in the county is Tomahawk, with a population of approximately 3,397 and is commonly called "The Gateway to the North." As the county continues to grow, many more changes are expected to occur which could create opportunities and challenges for the county.

1. INTRODUCTION

PROJECT INTENT

The Lincoln County Maintenance Department desires to purchase a 2014-2015 Four Wheel Drive Truck with V-Plow to meet or exceed the specifications outlined in this Request for Proposal.

This proposal is intended to solicit as many competitive bids as possible.

Proposals are being sought through this RFP for acquisition of a new Maintenance Plow Truck.

RFP OUTLINE

- Chapter 2 – General Instructions: This section contains instructions and guidelines on how to submit a proposal and what needs to be included in the contents and format. The evaluation process and criteria that will be utilized in the review of the proposals is also described in this section.

2. GENERAL INSTRUCTIONS

SUBMISSION OF PROPOSALS

Until **2:00 PM (CST) on August 29, 2014**, the Lincoln County Maintenance Department (Attn: Maintenance Director, Patrick Gierl) will accept sealed bids for a new Maintenance Plow Truck. Bids will be opened and publicly read in the Maintenance Office (Room 158) at the Lincoln County Service Center, 801 North Sales Street, Merrill, WI at 2:00 PM (CST) on September 2, 2014.

Invitation for sealed proposals may be obtained from 8:00 AM – 4:30 PM on Monday through Friday (except legal holidays) from Maintenance Director, Patrick Gierl, or the County Clerk's Office at Lincoln County Government Service Center, 801 North Sales Street, Merrill, WI 54452 or on the Lincoln County Web site under "Announcements". Questions may be directed to Patrick Gierl at (715) 536-0347.

Lincoln County reserves the right to accept or reject any or all proposals, in whole or in part, received in response to this invitation, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified vendors in any manner necessary to serve the best interest of Lincoln County. Lincoln County also reserves the right, in its' sole discretion, to award a contract based upon the written proposals received without prior discussion or negotiation with respect to those proposals.

All suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Lincoln County. Lincoln County reserves the right to cancel any order or contract for failure of the successful bidder to comply with the terms, conditions and specifications of the proposal request and/or contract.

All proposals will be addressed to Lincoln County Maintenance Department (Attn: Maintenance Director), 801 North Sales Street, Merrill, WI 54452, or delivered to the Lincoln County Maintenance Department. Proposals must be received by the deadline of 2:00 PM (CST) on August 29, 2014, after which proposals will not be accepted. Late responses will not be accepted and will not be considered. Mark outside of the envelope "**Proposal for MAINTENANCE PLOW TRUCK**". **Proposals by email or fax will not be accepted.**

- Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.
- All proposals submitted will be binding for one hundred fifty (150) calendar days unless bidder, upon request of the County, agrees to an extension.

2. GENERAL INSTRUCTIONS

Supplier/vendor agrees that no otherwise qualified person shall be from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment or in any manner or term of employment on the basis of age, race, religion, sexual orientation, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, marital status or affiliation, or military participation, unfair honesty testing and genetic testing, and use or nonuse of lawful products during nonworking hours.

The County recognizes that all manufacturers' product specifications are different. All potential dealers are requested to propose a vehicle that most closely matches the specifications as described herein.

Proposers are required to follow the outlined format and submit one (1) original and two (2) copies of the proposal to Lincoln County Maintenance Department, as listed above.

*** See attached Specification Section**

SCHEDULE OF EVENTS

It is intended that the following dates will govern the procurement:

<i>EVENT</i>	<i>SCHEDULED DATE</i>	<i>TIME (all CST)</i>
Release of RFP	August 8, 2014	8:00 AM
Proposals Due	August 29, 2014	2:00 PM
Proposals Opened	September 2, 2014	2:00 PM
Vendor Selection	September 9, 2014	7:30 PM
Delivery Date	Before October 15, 2014	Before close of business

OVERVIEW OF REQUEST FOR PROPOSAL

Lincoln County is interested in purchasing one new four wheel drive vehicle with snow plow to assist in all the duties of the maintenance department personnel.

It is the intent of this specification to describe the minimum requirements of the vehicle. All features not specifically mentioned which are regularly furnished in order to provide a complete product described herein shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

Non-Appropriation Clause:

Continuation of this agreement beyond December 31 of any year is contingent upon appropriation of funds by the authorized County Officials.

QUESTIONS AND CLARIFICATIONS

Technical questions regarding details and requirements of this request for proposal may be referred to:

Lincoln County Maintenance Director
Patrick Gierl
801 North Sales Street, Merrill, WI 54452
715-536-0347

PROPOSAL

Potential suppliers must compete by responding to all requests for pricing and information, sign and return the attached proposal. Lincoln County will not reimburse the cost of preparing a response to this RFP. **Chapter 3 must be completely filled out and returned in order as the first part of your proposal.**

Supplier will be required to sign a standard Lincoln County Contractor Agreement.

QUALIFIED SUPPLIER

A qualified supplier must:

- A. Be continuously and regularly engaged in providing the goods and services described.
- B. Have support capabilities that enable quick response to potential problems with the vehicle
- C. Meet the requirements as set forth in this Request for Proposal.

MULTIPLE PROPOSALS

Vendors may submit multiple proposals for the requirements of this RFP. However, each proposal must stand-alone, comply with all instructions in this document and not be dependent on the acceptance of any other proposal. Each proposal must be clearly marked Proposal #1, Proposal #2, etc., on the cover page.

CONTRACTUAL ISSUES

Inclusion of RFP and Vendor Response in Final Contract

The vendor must be willing to make the RFP and the terms of their proposal part of the final contract with Lincoln County.

Warranty of Vehicle

Lincoln County expects that the vendor will warranty the vehicle and any work within the manufacturer's standard warranty with the usual diligence of the profession.

Payment Schedule

Payments should be based on an agreed upon, clearly defined schedule.

VENDOR PROPOSAL FORMAT

The vendor shall provide completed forms and schedules and other information as required in the RFP. To assist Lincoln County in the evaluation of the proposals vendors are instructed to submit their responses in three-ring binder format to allow for the separate examination of the various sections of the vendor's response. Proposals are to be numbered using similar sections and page numbering schemes as used in this RFP.

A cover letter is to be submitted on your letterhead signed by the responsible official in your organization, certifying the accuracy of all information in your proposal, and certifying that your proposal will remain valid for 150 days from the date you submit it. It should also include the names of the individuals within the company to contact for technical, pricing, and contractual questions.

EVALUATION PROCESS

Lincoln County will review all timely vendor responses. The following criteria, listed in no particular order of importance, will be used to evaluate the proposals:

- Company background
- Responsiveness to the RFP

CORPORATE AND PROPOSAL INFORMATION

COST DETAIL (attach vendor specifications here)

Total Cost	
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**Specifications and Proposal for
One 2014/2015 Four-Wheel Drive ¾ or 1 ton Pickup Truck
Delivered to the Lincoln County Maintenance Department**

Feature	Description
Engine	V-8 (specify options)
Bed	Long Bed
Cab	Regular With passenger and driver side step
Transmission	HD 4-speed Automatic with O.D. (specify option)
Alternator	Heavy Duty minimum amperage of approx. 95(specify)
Battery	2 Heavy Duty minimum CCA 600 and AH (specify)
Suspension	HD plow package Front HD tow package rear
Rear Bumper	Heavy duty step type (specify rating)
Tires	(5) LT 245/75 R-17E All Terrain or equivalent
Axles	Anti slip differential Gear Ratio of 4.10 specify options;
Springs	Heavy Duty – Specify weights & auxiliary or overload
Air conditioning	Yes
Cruise Control	Yes
Outside Mirrors Power/heat	Right & Left low mount swing type (minimum size 5” x 7”)
Fresh Air Heater	Specify high velocity option
Radio	AM/FM
Windshield Wipers	Two speed electric intermittent (specify options)
Cab Seat	Full Bench 40/20/40
Under coating	Yes
Shocks	Heavy duty front and rear
Brakes	Heavy duty power
Power Steering	Yes
Power Windows	Yes
Power Locks	
Fuel Tank	Dual tanks or 30 gallon tank (specify options)
Color	(specify options) As we have now – Ford Forest Green
Hubs	Manual Lockout Free Wheeling (specify if available)
Shop & Service Manuals	Yes
Bed Liner	Spray on
Plow	Steel Heavy duty Commercial 8’2”ftV plow Locking cyl Rubber snow deflector
Payload	Specify FVW rating and payload min over 8600 GVW
Warranty	Specify vehicle warranty
	Please include all options, rebates and packages available

Bids should be valid for 150 days