



# RFP

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## *Lawn Mower with Optional Snow Thrower Attachment- Maintenance Dept.*

To Whom it May Concern:

The Lincoln County Maintenance Department is requesting proposals for a 2015 Front Mount lawn mower with hard cab and optional snow thrower attachment 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.

*January 5, 2015*

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## 1. INTRODUCTION

### ***PROJECT OVERVIEW***

The Lincoln County Maintenance Department is requesting proposals for a 2015 two wheel/four wheel drive front mount lawn mower with heated cab, 60 in. front mount mowing deck and optional 60 inch shaft driven snow blower attachment delivered to the Lincoln County Maintenance Department located in Merrill, Wisconsin.

### ***OVERVIEW OF THE COUNTY***

The County is located in North Central Wisconsin and is 16 miles north of Wausau. The area is served by two (2) major highways - STH 64 and USH 51. The County encompasses 900 square miles and ranks 21<sup>st</sup> in size among the State's 72 counties. The population at the 2010 census was listed at 28,743. Lincoln County has two (2) major cities, Merrill and Tomahawk, with Merrill serving as the County seat. There are 16 townships in the County.

### ***PROJECT INTENT***

The Lincoln County Maintenance Department desires to purchase a 2015 Two/Four Wheel Drive Lawn Mower with heated cab, 60 inch front mount mowing deck and optional 60 inch shaft driven snow thrower 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 Lawn Mower / Snow Thrower

- See attached spec sheet for minimum requirements

### ***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 February 6, 2015**, the Lincoln County Maintenance Department (Attn: Maintenance Director, Patrick Gierl) will accept sealed bids for a new Maintenance Lawn Mower/Snow Thrower. 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 8:00 AM (CST) on February 9<sup>th</sup>, 2015.

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 February 6, 2015, 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 LAWN MOWER/BLOWER**". **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.

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.

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The County recognizes that all manufacturers' product specifications are different. All potential dealers are requested to propose a unit 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:

<b><i>EVENT</i></b>	<b><i>SCHEDULED DATE</i></b>	<b><i>TIME (all CST)</i></b>
Release of RFP	January 16, 2015	8:00 AM
Proposals Due	February 6, 2015	2:00 PM
Proposals Opened	February 9, 2015	8:00 AM
Vendor Selection	February 10, 2015	6:00 PM
Delivery Date	Before March 2 <sup>nd</sup> , 2015	

### ***OVERVIEW OF REQUEST FOR PROPOSAL***

Lincoln County is interested in purchasing one new Lawn Mower with heated cab and optional snow thrower to assist in specific the duties of the maintenance department personnel.

It is the intent of this specification to describe the minimum requirements of the unit. 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.

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## **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 Unit** - 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 made within 30 days of the final delivery of equipment.

## **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 (3) 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. **Chapter 3 is to be completely filled out and returned as the first section of your proposal.**

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:

- Client References
- Company Background
- Responsiveness to the RFP
- Financial Data and Vendor Viability
- Sub-contractor Utilization and Information
- Delivery and Installation Schedules
- Initial and On-going System Costs
- Compatibility with Existing Systems
- Completeness of Proposal
- Vendor's Acceptance of County's Contract Requirements

***COST DETAIL (attach vendor specifications here)***

<b>Total Cost</b>	
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## Equipment Specifications

**Enclosed Hard Cab w/ glass doors (heated), Beacon light, front work light****Engine**

	Overhead-valve, Diesel
Horsepower	gross SAE J1995 – 24.2 (17.8) @ 3000 rpm, PS
Cylinder	Three
Cooling	Liquid
Crankshaft Alignment	Horizontal
Air Cleaner	Dual-Element dry type

**Capacities**

Fuel Tank	16 U.S. gal. (60L)
Coolant Capacity	7.5 U.S. qt. (7.1 L)
Electrical System	(automotive type) 55-amp alternator

**Transmission**

Hydrostatic

**Travel Speeds (infinite)**

Forward	12 mph (19.3 km/h)
Reverse	5 mph (8 km/h)
Speed and Direction control	2-pedal hydrostatic control
Steering	Hydrostatic power, 2 turns lock to lock
Brakes	Wet disk
Transmission Oil Cooler	Radiator-type
Fuel	Diesel

**4WD**

2WD / 4WD select – yes

**Safety**

	Meets ANSI B71.4 standards
Ground Clearance	6.5 in.
Min. Turn Radius w/Brakes	0
w/o Brakes	13 in. left (trim side) (33 cm) 30 in. right (76.2 cm)

3.2

**Deck**

	60 in. one piece stamped 7 gauge steel - side discharge – shaft driven
Depth	5.75 in. (14.6 cm)

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Cutting Width	60 in. (152.4 cm)
Cutting Height	1-6 in. (side discharge) (2.5-1.5 cm)
Warranty	24 Month minimum

**Tires**

Front (drive)	23 x 10.5 – 12
Rear (steering)	18 x 8.5-10

**OPTIONAL SNOW THROWER**

60 in. Two stage Design. – shaft driven