



REQUEST FOR BID (RFB):
Utility Task Vehicle (UTV) Purchase

City of Weldon Spring, Missouri
5401 Independence Road
Weldon Spring, MO 63304

1. Request for Proposals

The City of Weldon Spring, Missouri, is seeking bids for the purchase and delivery of a Utility Task Vehicle (UTV) for the Parks and Public Works Divisions.

All proposals must be submitted prior to 10:00 AM Friday, June 14, 2019 to the City Administrator, 5401 Independence Road, Weldon Spring, MO 63304, in a sealed envelope marked “**Utility Task Vehicle Bid**” in the lower left-hand corner. The sealed bids will be publicly opened promptly following the deadline on Friday, June 14, 2019.

2. Contact Person

Questions relating to this project may be addressed to:

Michael Padella
City Administrator
5401 Independence Rd.
Weldon Spring, MO 63304
(636) 441-2110 ext. 102

3. Specifications of Equipment – Delivery of equipment should occur as soon possible following the Award of Bid to the successful Vendor/Supplier but should be no later than July 1, 2019 unless otherwise acknowledged and accepted by the City.

The City is seeking bids for a “utility task vehicle (UTV)” matching the below specifications or a brand and model that is comparable/similar in virtually every aspect or otherwise deviations/variations shall be noted and explained in detail.

Base Specifications:

- Kubota RTV-X1120D
 - Kubota Orange
 - HD Worksite Tires
 - Spray-on Bedliner
 - Extended Warranty – Two Years

Optional Specifications (Add-ons):

- Metal Canopy (Orange)
- Polycarbonate Windshield w/Hard Coat
- Metal Doors w/Sliding Windows (Black)

- Rear Panel (Black)
- Heavy Duty Front Load Spring and Damper
- Cab Heater
- Wire Harness Kit/Multiple Accessories – (Note: required if selecting more than one cab accessory)
- 4-way Flasher Lights
- Deluxe External Mirrors (2)
- Wiper Kit (172 Degree)
- Inside Rear Mirror Kit
- Trailer Hitch – Ball Mount
- Turn Signal/Hazard Light Kit
- Heavy Duty Winch – 4000 LBS

4. Addenda

Any addenda issued by the City prior to the scheduled time of opening the bids shall be acknowledged in the proposal that the Addenda was received and shall be made a part of any contract.

5. Withdrawal of Proposals

Any person or firm may withdraw the proposal by written request at any time prior to the scheduled time for the opening of the proposals.

6. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this Request. The Bidder shall be responsible for costs incurred in the proposal preparation and delivery.

7. Content of Proposal

The Bid Proposals shall be placed in a sealed envelope and so labeled and shall include the following data:

- a. Corporate introduction or brief business bio
- b. Estimated time table to complete and fill and deliver purchase order
- c. List of recent client/customers whom purchased similar items/equipment, ideally other public entities
- d. Completed (signed) RFB document and acknowledgement of any Addendums issued.
- e. Completed Exhibit A – Bid Sheet.

8. Evaluation Process

Proposals that are judged by the City to be unresponsive or materially incomplete will be immediately rejected. Finalists will be selected from the remaining proposals.

The City may request interviews from the finalists. The City shall not be responsible for any costs incurred by the Bidder during the interview process.

The City will perform whatever research it deems necessary into the Bidder's history, financial viability, and references. The Bidder shall cooperate with the City by providing appropriate information.

The primary evaluation criteria shall be the overall cost/benefit comparison and the Bidder's ability to satisfy and meet the City's expectations and needs identified in the RFB. The City shall consider many factors, including the following (which are not in any specific sequence).

- a. The needs of the City being met
- b. Timeliness in which the Bidder can fill and delivery the specified equipment
- c. Bidder's qualifications
- d. Overall cost of the Bid Proposal

9. Requirements

The City has established certain requirements as specified in the Request. None of the requirements are designed to give any Bidder an advantage or disadvantage in the proposal process. Bidders are encouraged to submit proposals even if the proposal does not meet the requirements as precisely stated. However, the proposal must state specify which requirements are not met, and why this deviation should not be considered material.

10. City's Obligation

Upon selection of the Contractor and award of the project to the successful bidder it shall be the City's responsibility to provide reasonable access to the playground site. Prior to the award of the contract access shall be provided for the bid preparation. Reasonable parking of vehicles and temporary storage of needed equipment shall be provided during construction.

Terms and Conditions

- All proposals shall be good for not less than forty-five (45) days from the date of the bid opening.
- The City of Weldon Spring reserves the right to reject any and all proposals and to negotiate any particulars in the proposals received. Collusion between applicants is sufficient cause to disqualify all those involved.
- Bidders should have no contact with other City personnel except as specifically authorized by the City Administrator.
- All proposals and submittals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to the City of Weldon Spring and must be excluded.
- The electronic version of this RFB is available upon request. The document was entered into WORD for Microsoft Windows. The City Administrator shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this RFB on file at City Hall governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.
- An authorized officer of the company submitting the bid must sign all submissions.
- Bidders must one copy of their bid along with all necessary bid documents.

- All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the RFB.
- The City of Weldon Spring will not award the purchase to an individual or business having any outstanding amount due from a prior contract or business relationship with the City or who owes any amount(s) for delinquent taxes, fees or licenses.
- Proposals received after the designated time set for the receipt of the proposals will be considered as a “No Bid” and a “Void”, and will not be considered.
- The successful applicant is specifically denied the right of using in any form or medium the name of the City of Weldon Spring for public advertising unless express written permission is granted.
- All applicants must possess the necessary and appropriate business and/or professional licenses in their field to complete the project.
- Time of delivery, installation and system implementation is part of the consideration and must be stated in definite terms if different than listed above, as this may be a factor in making the award. If time varies on different items, the bidder shall so state. It is anticipated that the contract awarded to the successful Bidder will include penalties for deadlines that may be missed as a result of acts or omissions of the supplier.
- The Contractor agrees to hold the City of Weldon Spring, their officers, agents and employees harmless from liability of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used under this proposal call.

INSURANCE REQUIREMENTS

INDEMNITY:

The Contractor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise. Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

The Contractor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

RFB Acceptance of Terms and Conditions (Authorized Signature by Contractor):

Print Name	Signature	Date