

CITY OF MACON
REQUEST FOR PROPOSAL
For
Mini Excavator

CLOSING DATE AND TIME:
FEBRUARY 10, 2021 @ 3:00 p.m.

Information to Vendor:

1. GENERAL DESCRIPTION OF ENGAGEMENT

The City of Macon is seeking to acquire a 12,000-pound mini excavator for our Street Department. This equipment is to be used for various road maintenance projects. Proposal should include purchase price, equipment features and specifications, warranty options, and service availability. Each submission may provide several different alternatives and Vendors are invited to submit multiple proposals. The unit offered can be **new** or **used**, if offering used the proposal should include hours (no more than 1,200 hours allowed).

2. DATE & PLACE FOR RECEIVING PROPOSAL

Proposals will be accepted until **Wednesday, February 10, 2021 @ 3:00 P.M.** Send proposals to City of Macon, Attention: City Clerk, 106 W. Bourke Street, Macon, Missouri, 63552. Proposals received after the closing date will be returned unopened.

3. SUBMISSION

Proposals may be mailed, or hand delivered. Proposals are to be submitted in a sealed envelope, plainly marked "Mini excavator" on the lower right-hand corner of the envelope face.

4. DISQUALIFICATION OF VENDORS

Any evidence of collusion between Vendors will be sufficient to reject all Proposals so affected.

5. ACCEPTANCE OR REJECTION OF PROPOSAL(S)

The City reserve the right to accept or reject any or all Proposals, and to accept any Proposal considered in its' best interest. The lowest or any Proposal will not necessarily be accepted.

6. CLARIFICATION

It is the Vendor's responsibility to clarify any details in question before submitting a proposal. All bid submission concerns must be directed to City Clerk, Mary Lou Craigg at 660-385-6421. All technical questions should be directed to the Street Department Superintendent, David Coleman at 660-385-2632.

7. ERROR AND CORRECTIONS

The City reserves the right in its total discretion to make all necessary corrections to any Proposal which contains clear mathematical calculation errors (e.g. two numbers are added together incorrectly) and may refer to the unit price in making such corrections. In all other cases of error, the City reserves the right to seek clarification from a Vendor and allow the Vendor to provide a corrected response.

8. WITHDRAWAL OF PROPOSAL

Vendors will be permitted to withdraw their Proposal unopened after it has been submitted, only if such request is received in writing **prior** to the closing date.

9. DURATION OF OFFER

All proposal responses **must indicate they are valid for a minimum of thirty (30) calendar days** from the date of the proposal closing date unless extended by mutual written agreement between the City and the Vendor.

10. ANNOUNCEMENT

No results will be given until complete report is reviewed and approved by the parties involved. Any communications with respect to the award will be made by the City.

EQUIPMENT FEATURES

Every respondent shall provide their pricing upon the following minimum criteria. Actual specifications may exceed these specifications.

- 4-cyl
- Minimum of 45 hp
- 2-speed
- High-flow hydraulics
- 2 ft wide digging bucket
- Tracks
- Enclosed cab with heat, air conditioning, and with or without a radio
- Quick attach bucket release
- Hydraulic connection on the boom for attachments
- A Hydraulic Thumb
- Multi directional front blade with float
- Back up alarm
- Canopy lights
- 2-way operation switch

To fairly evaluate each proposal, specifications for each equipment offered should be precisely detailed.

EVALUATION AND CRITERIA

1. DEMONSTRATION

The City of Macon reserves the right to request a demonstration and testing of equipment for evaluation purposes if necessary.

2. GENERAL SELECTION CRITERIA

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- Features of equipment.
- Cost.
- Warranty.
- Service (dealer stock basic parts and dealer service warranty repairs, including ability to provide temporary replacement when repair is required)

DELIVERY

After vendor is awarded, delivery must be made within thirty (30) days.