



Coachella Valley Public Cemetery District

Request for Proposal

Heavy Equipment Purchase: Backhoe

Issued: March 15, 2023

RFP Deadline to Submit: April 5, 2023

INTRODUCTION

The Coachella Valley Public Cemetery District (“District”) is soliciting proposals for the purchase of a new Backhoe from a licensed dealer (“Vendor”). This Request for Proposal (“RFP”) outlines the requirements and selection process.

BACKGROUND

The Coachella Valley Public Cemetery District was formed August 8, 1927, under Section 8890 of the California Health and Safety Code. District boundaries enclose approximately 3,444 square miles. The District has performed over 21,000 interments/burials and has set over 15,000 headstones/grave markers. Total District property consists of sixty acres, twenty-nine of the sixty have been developed for interment purposes.

The District is governed by an appointed five-member Board of Trustees. Laws for the operation of public cemeteries are contained in the California Health and Safety Code. The Board of Trustees meet once a month for regular business meetings. Laws and rules for these meetings and others are contained in the Ralph M. Brown Act found in the California Government Code.

PURPOSE

The District is seeking to replace an aging Backhoe as part of our heavy equipment inventory. The Backhoe is utilized for several essential functions performed daily at the District. These functions include, but are not limited to, excavation of graves, general earth moving, and lifting concrete vaults for transportation to and from the maintenance yard and cemetery.

The overall goal of this RFP is to procure a Backhoe that meets the needs of the District.

CURRENT ENVIRONMENT

The Backhoe will need to successfully perform the following vital functions:

- Lift concrete vaults using the front loader and safely transport them across a distance up to ¼ of a mile.
- Excavate grave sites, up to a depth of 10 feet.
- Perform earth moving, including general excavation and maintenance of District grounds.
- Operate in hot environments while keeping the operator comfortable.
- Operate at night.
- Safely operate across and on top of granite headstone markers (without damage).
- Operate in tight quarters with obstructions that limits movement (trees, monuments, etc.).

EQUIPMENT SPECIFICATIONS

The Backhoe must meet the following minimum specifications to be considered for this RFP:

- Unit must be "New", no previous registered owner or equipment use (minor delivery/display hours ok)
- Minimum standard digging depth of 15 FT.
- Operating weight not to exceed 19,000 LB.
- Front loader lift/carry capacity minimum 2,000 LB.
- Mirror exterior view
- Mirrors interior
- Fully enclosed canopy with AC
- 36" Bucket
- Bucket rotation of 190 Degrees
- Minimum Warranty (Power Train & Hyd.) 60 Months, 3000 Hours.
- Backhoe Operator Training, up to six (6) operators in one (1) session delivered within one (1) month of delivery (To include written record of training delivery). Training to include a basic overview and demonstration of unit operation and safety features.

PRICE QUOTE

- Price quoted must be all inclusive - equipment, tax, freight/delivery, etc.
- Maximum Budget for this Purchase is \$150,000.00. Proposals May be submitted above \$150,000 but will be automatically disqualified from consideration if qualified submissions are received below budget.
- Vendor may offer trade-in value on existing unit (Not Required)

SCHEDULE FOR SELECTION

RFP Issued: March 15, 2023

Deadline for submittal of questions: March 27, 2023, 5:00 PM

*Staff responses to questions: March 29, 2023

Deadline for submittal of proposal: April 5, 2023, 5:00 PM

Proposal opening & evaluation: April 6, 2023

Award of Purchase Agreement: April 7, 2023

*Responses to all questions submitted will be publicly posted at CVPCD.org/governance/public-notices

INSTRUCTIONS TO VENDORS

1) EXAMINATION OF PROPOSED DOCUMENTS

By submitting a proposal, the Vendor represents that it has thoroughly examined and become familiar with the equipment specifications required under this RFP, and that it is submitting a Backhoe unit that meets the minimum qualifications listed within the RFP.

2) WITHDRAWAL OF PROPOSAL SUBMITTAL

A Vendor may withdraw its proposal at any time before the deadline for submission of proposals by delivering to the District General Manager a written request for withdrawal signed by, or on behalf of, the Vendor.

3) RIGHTS OF THE DISTRICT

This RFP does not commit the District to enter into a legal binding agreement, nor does it obligate the District to pay for any costs incurred in preparation and submission of the proposal or in anticipation of an agreement. The District reserves the right to reject any or all proposals.

RESPONDING TO THE RFP

The Vendor must respond to each of the items below within the submitted proposal. Vendors may submit multiple proposals, up to three (3) different unit options per vendor.

Requirement for RFP(s)

1) Price Quote

- The Quote shall be all inclusive and represent the Districts final amount due upon delivery and possession of the Backhoe.
- The Quote must be good for a period of 14 days from April 5, 2023.

2) Description of Backhoe Unit

- The submission should include a thorough description of the Backhoe unit being proposed, to include features, capacities, and specifications that clearly meet the specifications of the RFP.
- List additional features and benefits of the unit being proposed, above and beyond minimum requirements.
- List of recommended service and maintenance schedule(s).

3) Warranty Description

- Description of warranty offered, to include equipment specifications and length of warranty.

4) Client Relationship Management:

- How and where can warranted repairs be performed?
- Will the District have a dedicated account representative?
- When and where can basic training for the operation of the unit be delivered?
- Can the Vendor support future training needs (new hires)? How?

5) Estimated time to Delivery

- Is unit available for immediate purchase? If not, what is the estimated time to delivery?
- If the unit is on back-order, what is the required deposit to secure/lock pricing until delivery?

6) Trade-In Offer (optional)

- Vendor may offer a trade in proposal for existing District Backhoe that will be decommissioned. See Exhibit A for Backhoe specifications.

EVALUATION CRITERIA

Award shall be based on a “best value” evaluation. Criteria used for the evaluation will include cost, value for the price, benefits of features, warranties offered, ease of repair and service, availability of training resources, time to delivery, and any trade-in value (if offered).

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from Vendors, or to allow corrections of errors or omissions.

Upon selection of a Vendor, the District will award the purchase contract to the selected vendor. All monies will be paid to Vendor within 14 days of award of purchase, equipment delivery is due on receipt of funds.

AGREEMENT

A Bill of Sale, Warranty Contract, and Training Delivery Date shall be supplied to complete the transaction.

BUSINESS LICENSE

Vendor must possess all necessary business license(s) required to operate within the jurisdiction of the transaction.

DUE DATE FOR RESPONSE

The RFP response must be received by the District on or before 5:00 PM on Wednesday, April 5, 2023. The response document must be emailed (preferred) or mailed to:

Joshua Bonner, General Manager
Coachella Valley Public Cemetery District
82925 Ave. 52
Coachella, CA 92236
Email: josh.bonner@cvpcd.org

When sending by email, please request a delivery confirmation. Confirmation is not considered valid without written acknowledgement of receipt from the District. If sending my mail service, please utilize a service that provides for delivery confirmation. The envelope should clearly indicate "Proposal for Backhoe Purchase" and Vendor's name and address shall appear in the upper left-hand corner of the envelope. Late responses will not be considered. Any questions and/or concerns must be directed via email to the individual specified above and received no later than March 27, 2023, 5:00 PM. Responses to all questions submitted will be publicly posted at CVPCD.org/governance/public-notices by 5:00 PM on March 29, 2023.

The District will not be responsible for proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the District. Proposals received after this date will be returned to the Vendor unopened (if by mail) or rejected by reply notification (if by electronic mail).

RIGHT TO REJECT SUBMITTALS

The District reserves the right without prejudice to reject any or all proposals. The District will not compensate any Vendor for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property of the District. Issuance of this RFP and receipt of proposals does not commit the District to award a purchase agreement. District expressly reserves the right to postpone the RFP for its own convenience, to accept or reject any or all proposals received, to negotiate with more than one Vendor concurrently, or to cancel all or part of this RFP. District reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of District, such action shall serve its best interests.

ATTACHMENTS

Exhibit A – Current District Backhoe

EXHIBIT A

As part of the acquisition of a new backhoe unit, the District will be decommissioning and liquidating its current Backhoe. Vendors may, at their option, offer a trade-in value or purchase proposal as part of their submission. The unit may be inspected by appointment, contact the General manager for details.

2003 New Holland LB 75.B

Condition: Running/Operational

Hours: 8465

