



Coachella Valley Public Cemetery District

Request for Proposal

Heavy Equipment Purchase: Dump Truck

Issued: August 11, 2023

Deadline to Submit: September 4, 2023

INTRODUCTION

The Coachella Valley Public Cemetery District ("District") is soliciting proposals for the purchase of a new Dump Truck 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 Dump Truck as part of our heavy equipment inventory. The current Dump Truck that is scheduled for decommission is a 2006 Ford 350 XL Super Duty Power Stroke Turbo Diesel V8 (photos available in Exhibit A). The Dump Truck 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 transport of District equipment.

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

CURRENT ENVIRONMENT

The Dump Truck will need to successfully perform the following vital functions:

- Hold dirt (generally) excavated from a space that is 4 feet wide by 8 feet long with a depth of 7 feet.
- Allow for easy transfer of dirt from a backhoe.
- Allow for slow, controlled dumping of dirt from truck into a hole as described in bullet point one.
- Operate in hot environments while keeping the operator comfortable.
- Operate at night.
- Safely operate across and on top of granite headstone markers (without damage).

EQUIPMENT SPECIFICATIONS

The Dump Truck 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 miles ok)
- V8 Gasoline engine
- Tow capacity 30,000 lbs
- GVWR 20,000 lbs
- 4X4 Drive Train
- Dual Rear Wheels
- 12-foot Bed with a Dump Box
- Truck Bed Flooring Steel (Not Wood)

The District would prefer the following specifications to also be included, but they are not mandatory to submit proposal:

- 24-inch Removable Side Panels for Truck Bed
- Backup Camera Equipped
- Minimum Warranty - Power Train & Hydraulics - 36 Months, 20,000 miles.

PRICE QUOTE

- Price quoted must be all inclusive - equipment, tax, freight/delivery, etc.
- Maximum Budget for this Purchase: \$93,600.00. Proposals may be submitted above \$93,600.00 but will be automatically disqualified from consideration if qualified submissions are received below budget.

SCHEDULE FOR SELECTION

RFP Issued: August 11, 2023

Deadline for submittal of questions: August 24, 2023, 5:00 PM (PST)

*Staff responses to questions: August 28, 2023

Deadline for submittal of Proposal: September 1, 2023, 5:00 PM (PST)

RFP Committee evaluation: September 4, 2023

Award of Purchase Agreement: September 8, 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 Dump Truck 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 Proposal 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 Bid or in anticipation of an agreement. The District reserves the right to reject any or all Bids.

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 two (2) 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 Dump Truck.
- The Quote must be honored for a period of 14 days from September 1, 2023, with signed acceptance of quote good through September 14, 2023.

2) Description of Dump Truck Unit

- The submission should include a thorough description of the Dump Truck 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 warrantied repairs be performed?
- Will the District have a dedicated account representative?

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?

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, and time to delivery.

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 (unless unit is on backorder), equipment delivery is due upon receipt of funds.

AGREEMENT

A Bill of Sale, Registration and Warranty Contract 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 Friday, September 1, 2023. The response document must be emailed (preferred) to:

Josh.Bonner@CVPCD.org

or mailed to:

Joshua Bonner, General Manager
Coachella Valley Public Cemetery District
82925 Ave. 52
Coachella, CA 92236

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 Dump Truck 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 August 24, 2023, 5:00 PM. Responses to all questions submitted will be publicly posted at CVPCD.org/governance/public-notices by 5:00 PM on August 28, 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 the due 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, 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 Dump Truck

EXHIBIT A

As part of the acquisition of a new dump truck unit, the District will be decommissioning and liquidating its current dump truck. Images of the current unit are below.

