



## **Coachella Valley Public Cemetery District**

### **Request for Proposal**

#### **Heavy Equipment Purchase: Light Duty Tractor**

**Issued: December 1, 2023**

**Deadline to Submit: December 15, 2023**

### **INTRODUCTION**

The Coachella Valley Public Cemetery District ("District") is soliciting proposals for the purchase of a new Light Duty Tractor 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 Light Duty Tractor ("Tractor") as part of our Maintenance equipment inventory. The current unit that is scheduled for decommission is a 1993 New Holland 1720 (photos available in Exhibit A). The Tractor is utilized for several essential functions performed daily at the District. These functions include, but are not limited to, hauling, dragging, and light duty equipment transport.

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

## **CURRENT ENVIRONMENT**

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

- Pull small trailers designed to carry operations equipment.
- Pull small graders and other turf management tools.
- Operate in hot environments.
- Operate at night.

## **EQUIPMENT SPECIFICATIONS**

The Tractor 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)
- No less than 35 horsepower
- Diesel engine
- Rated speed RPM no less than 2400
- Total capacity no less than 15 gpm
- Power steering
- Independent Power Take Off ("PTO")
- Weight not to exceed 3,500 pounds (to avoid damaging headstones)

## **PRICE QUOTE**

- Price quoted must be all inclusive - equipment, tax, freight/delivery, etc.
- Maximum Budget for this Purchase: \$50,000.00. Proposals may be submitted above \$50,000.00 but will be automatically disqualified from consideration if qualified submissions are received below budget.

## **SCHEDULE FOR SELECTION**

RFP Issued: December 1, 2023

Deadline for submittal of questions: December 12, 2023, 5:00 PM (PST)

\*Staff responses to questions: December 13, 2023

Deadline for submittal of Proposal: December 15, 2023, 5:00 PM (PST)

RFP Committee evaluation: December 18, 2023

\*\*Award of Purchase Agreement: December 19, 2023

\*Responses to all questions submitted will be publicly posted at [CVPCD.org/governance/public-notices](http://CVPCD.org/governance/public-notices)

\*\*Issuance of Notice of Intent to Award

## **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 Tractor 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 District's final amount due upon delivery and possession of the Tractor.
- The Quote must be honored for a period of 14 days from December 15, 2023, with signed acceptance of quote good through December 29, 2023.

#### **2) Description of Tractor Unit**

- The submission should include a thorough description of the Tractor 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.

District has a “Local Vendor” preference policy which shall be applied to evaluation process.

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, December 15, 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 by mail service,

please utilize a service that provides for delivery confirmation. The envelope should clearly indicate "Proposal for Light Duty Tractor 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 December 12, 2023, 5:00 PM. Responses to all questions submitted will be publicly posted at [CVPCD.org/governance/public-notice](http://CVPCD.org/governance/public-notice) by 5:00 PM on December 13, 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 Tractor

**EXHIBIT A**

