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**La Crosse County**

**Request for Proposal**

**Commercial**

**Riding Lawn Mower**

**February 12, 2024**

fACILITIES DEPARTMENT

LA CROSSE COUNTY

212 6th STREET NORTH, ROOM 1800; LA CROSSE WI 54601

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**Section 1 - RFP Overview**

**1.1 Introduction**

»The objective of this Request for Proposal (RFP) is to select a vendor for purchase of a Commercial Riding Mower for Veterans Memorial Park and Campground.

**Section 2 - Proposal Submittal Instructions**

**2.1 RFP Schedule**

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

|  |  |  |
| --- | --- | --- |
| Activity | Time | Date |
| RFP released\*\* |  | February 12, 2024 |
| Submission of Proposals | 1:00 p.m. | March 1, 2024 |
| Public Works and Infrastructure Committee meeting\*\* |  | March 11, 2024 |

\*\*Please note that this is the scheduled date as of the release of this RFP. It is the contractor’s responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.lacrossecounty.org> or by contacting the County Clerk’s office at 608-785-9623.

**2.2 RFP location**

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the contractor’s responsibility to be aware of amendments that are posted on the web site. The address is:

<https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals>

### 2.3 Submission of Questions

Scope of Work Questions:

Ryan Westpfahl, Facilities Department, 608-785-9770

rwestpfahl@lacrossecounty.org

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879

bjostad@lacrossecounty.org

**2.4 Submission of Proposals**

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked **“Commercial Riding Mower”.** **Vendors shall submit two (2) copies in paper format or one (1) copy in paper format and one (1) copy on a jump drive.**

**Sealed Proposals must be delivered no later than 1:00 pm, March 1, 2024 to:**

**Ryan Westpfahl**

**Suite 1800, Facilities Department**

**212 North 6th Street**

**La Crosse, WI 54601**

**Proposals received after the above date and time will be returned unopened.**

### 2.5 Opening of Proposals

The proposals will be publicly opened at 1:05 pm, March 1, 2024 in the following location:

Facilities Department

Suite 1800, 212 North 6th Street

La Crosse, WI 54601

At that time, the names of vendors who properly submitted proposals will be announced. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

### 2.6 Other information

Vendor may submit any other information that is not described in this proposal that would be beneficial to the County. If in the vendor’s opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County’s attention and be included in the proposal.

**2.7 Amendments to the RFP**

In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the website. The address is:

<https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals>

**2.8 Suspension and Debarment** The successful vendor shall be required to sign a certification document stating
 they are not presently debarred, suspended, proposed for debarment, declared
 ineligible or voluntarily excluded from covered transactions by any Federal
 department or agency. If the successful vendor cannot, in good faith, sign the
 certification document the County reserves the right to reject such vendor and
 negotiate a final agreement with the vendor who has the next most viable
 proposal or bid.

**Section 3 - Qualifications

3.1 Vendor Information**

1. Letter of introduction that includes name of contact person and contact information (email address, phone number, etc.).
2. Office location(s) that would service this proposal.
3. Proposals should include a brief history and introduction of the company or firm, and the firm’s understanding of the services to be performed.

 **Section 4 - Specifications**

**4.1 Introduction**

La Crosse County wishes to purchase a commercial riding lawn mower.

**4.2 Specifications**

Minimum specifications for each type:

**Front Rotary Commercial Mower:** 72” rear discharge cutting deck, 2 WD, deluxe adjustable suspension seat, wheel steering, hydrostatic transmission capable of mowing in high range, No. 1 or 2 diesel fuel, roll-over protective structure

**Front Rotary Commercial Mower:** 72” rear discharge cutting deck, 4 WD, deluxe adjustable suspension seat, wheel steering, hydrostatic transmission capable of mowing in high range, No. 1 or 2 diesel fuel, roll-over protective structure

**Zero Turn Commercial Mower:** 72” rear discharge cutting deck, 2 WD, deluxe adjustable suspension seat, hydrostatic transmission capable of mowing in high range, No. 1 or 2 diesel fuel, roll-over protective structure

**TRADE-IN:** None

 ***NOTE****:* La Crosse County reserves the right to accept any quote with or without trade-in.

**NOTES:**

1. Vendor may use the attached bid form to submit bid (one form per mower) or Vendor may use their own form. If using own form, must include all information requested.

2. The above are minimum specifications. Any departure from these specifications must be clearly stated on the quote.

3. Manufacturer’s specifications must accompany quote.

4. Warranty conditions must accompany quote.

5. Successful bidder must supply print copy of operator’s manual, parts book and service manual at time of delivery.

6. Quotes will be accepted on new mower only.

7. Quoted price must include delivery to Veterans Memorial Park in West Salem, Wisconsin.

8. Preference will be given to a mower that can be made available for immediate delivery. Specify anticipated delivery date on quote.

9. A vendor may submit more than one quote.

10. La Crosse County reserves the right to accept or reject any or all bids or portions thereof without stated cause. La Crosse County shall be free to allocate said quotes in any way most advantageous to the County.

**Section 5 - How to respond to this RFP**

Proposals submitted in response to this RFP must meet the specifications set forth herein. Proposals must be clear and succinct. Only those Contractors that provide complete information as required will be considered for evaluation. Any major deviation from these specifications will be cause for rejection of the proposal at the County’s discretion.

1. Vendor shall provide a written response and/or include documentation as specified in Section 3, Qualifications.
2. Vendor shall provide a written response and/or include documentation as specified in Section 4, Scope of Work.
3. Vendor shall complete and attach Vendor Signature Form.
4. Include warranty information.
5. Include product literature.
6. Refer to Section 2 for Submittal Instructions.

**Section 6 - Evaluation of Proposals**

Desirable proposals achieve high standards in quality, safety, functionality, appearance, reliability, and maintenance. An evaluation team will review and score each proposal according to the evaluation criteria and point factors listed below.

|  |  |
| --- | --- |
| **Option 1 – Evaluation Criteria for Selection** | **Points** |
| Specifications | 75 |
| Price | 75 |
| Timeline for delivery | 50 |
|  **Total** | **200** |

The recommended proposal will be reviewed and approved by the La Crosse County Public Works and Infrastructure Committee. The successful proposer will be expected to enter into a written contract with La Crosse County for the purchase of the equipment.

La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause. La Crosse County shall be free to allocate said proposals in any way most advantageous to the County.

**Section 7 - Terms and Conditions**

**7.1** La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**7.2.** La Crosse County reserves the right to re-issue any requests for proposals.

**7.3.** Upon the selection of a finalist, La Crosse County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this contractor. If the County, for any reason, is unable to reach a final agreement with this contractor; the County reserves the right to reject such contractor and negotiate a final agreement with the contractor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.

**7.4** Clarification of proposals: La Crosse County reserves the right to obtain clarification of any point in a contractor’s proposal or obtain additional information.

**7.5** La Crosse County is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the County.

**7.6** La Crosse County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

**7.7** La Crosse County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the contractor.

**7.8** The contractor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the contractor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.

**7.9** The selected contractor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of La Crosse County.

**7.10** No reports, information, or data given to or prepared by the firm under contract shall
be made available to any individual or organization by the firm without the prior written approval of La Crosse County.

**7.11** Should the selected contractor merge or be purchased by another individual or firm, contract continuation would be at La Crosse County's option.

**7.12** Ownership of Proposals: All proposals submitted on time become the property of La Crosse County upon submission, and the proposals will not be returned to the contractor. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.

**7.13** Public Records Law: All proposals are subject to the Wisconsin Public Records Law.

**7.14** Other information: Contractor may submit any other information that is not described in this proposal that would be beneficial to La Crosse County. If in the contractor’s opinion, the County has overlooked anything material or relevant, such item(s) may be brought to the County’s attention and be included in the proposal.

**ATTACHMENT:**

* Contractor Signature Form

**VETERANS MEMORIAL COMMERCIAL MOWER -**

**CONTRACTOR SIGNATURE FORM**

### TO: Facilities Dept. – La Crosse County

### 212 6th Street North, Room 1800

### La Crosse, WI 54601

**RFP closes at 1:00 p.m., March 4, 2024**

**Proposals will be opened at 1:05 p.m. on the same date and location.**

|  |  |  |
| --- | --- | --- |
| **Mower type** | **Model** | **Price** |
| 2023 Front Rotary Mower 72" **2 WD** |   |   |
| rear discharge |   |   |
|   |  |   |
|   |  |   |
| 2023 Front Rotary Mower, 72" **4 WD** |   |   |
| rear discharge |   |   |
|   |  |   |
|   |  |   |
| 2023 Zero Turn Mower 72" |   |   |
| rear discharge |   |   |

### REMINDER: Include all attachments per specifications. Please itemize all features and specify variations from the minimum specifications.

Lead time for delivery is \_\_\_\_\_\_\_\_\_\_ days after receipt of order

Contractor Name:

Legal Name of Contractor:

Contractor Address:

Sales Representative:

Phone:

Email:

The above information and attached proposal is true and correct to the best of my knowledge.

I have read and understand the requirements of this RFP for the Commercial riding lawn mower and agree to comply except as noted. The proposed fee shall include all labor, material, and equipment to provide the scope of work as described in this RFP. I understand that La Crosse County reserves the right to accept or reject any or all proposals without stated cause. I also understand that La Crosse County may allocate said proposals in any way most advantageous to the County.

Exceptions:

 Authorized Signature:

 Printed Name:

 Title:

 Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date:

 Federal Identification Number:

Contractor hereby acknowledges receipt/review of the following addendum(s), (if any)

Addendum #\_\_\_\_\_ Addendum #\_\_\_\_\_ Addendum #\_\_\_\_\_