

Request for Proposals
For
Urban Forestry Equipment Rental
for the City of Pendleton

The City of Pendleton is seeking proposals for the rental of an urban forestry bucket truck and a wood chipper for a period of 4.5 years.

Copies of the Request for Proposals (RFP) may be obtained free of charge from the City of Pendleton Parks and Recreation Office located at 865 Tutuilla Road, Pendleton, Oregon, by calling 541-276-8100, or by email to Liam Hughes, Parks and Recreation Director, Liam.Hughes@ci.pendleton.or.us. A copy is also available online on City's webpage at: <http://www.pendleton.or.us/rfps>.

All Proposals must be received no later than **2:00 pm (PDT) Tuesday, 03/12/24**. Proposals not received by that time will be returned unopened. All proposals shall be submitted either in sealed envelope addressed to Liam Hughes, Parks and Recreation Director, 865 Tutuilla Road, Pendleton, OR 97801 or electronically to liam.hughes@ci.pendleton.or.us plainly marked "**Request for Proposals – Urban Forestry Equipment Rental**" and bear the name of the Proposer. Proposers should check to ensure receipt of proposal by City.

The City may reject any proposal not in compliance with all prescribed public contracting procedures and requirements, and may reject any or all proposals upon a finding by the City that it is in the public's interest to do so.

Request for Proposals

Urban Forestry Equipment Rental

RFP planned Schedule:

Issue Date: 2/07/24

Deadline for Clarifications or Change Requests: 2/27/24

Proposals Due: 2:00pm 03/12/24

Evaluate Proposals: 3/14/24

Notice of Intent to Award Issued: 3/19/24

Deadline for Filing Protest: 2:00pm 3/26/24

City Council Action: 4/02/2024

1. Project Background:

The City of Pendleton Park and Recreation Department manages 22 parks and 17 landscaped areas. These properties contain thousands of trees of varying sizes that are the responsibility of the department to maintain.

The City of Pendleton has received a grant for its urban forestry program. As part of the project funded by the grant the City will be seeking to hire an Arborist, Arbor Tech, and provide them with the tools and equipment they need to do the job. The grant is for a period of 4 years 5 months, and the City intends to rent both an arborists bucket truck and a wood chipper for the duration of the grant.

The grant will not fund the purchase of equipment, but the City may be interested in purchasing the equipment at the conclusion of the rental period.

2. Specifications

- a. Bucket Truck:
 - i. Be capable of lifting the working platform to a vertical height of 60 feet
 - ii. Working platform should have a capacity of at least 350lbs
 - iii. Lift controls on platform
 - iv. Vehicle should not require a CDL to operate
 - v. Should be equipped with outriggers or other similar stabilizing/leveling devices
 - vi. Arm should be able to extend a worker forwards, backwards and to the sides of the truck at least 40 feet.
 - vii. Should be equipped with a “chip box” for the hauling of material that has been passed through the chipper (minimum 10 Cubic yards)
 - viii. Should be able to hydraulically or mechanically dump chips that it hauls
- b. Wood Chipper:
 - i. 12” diameter chipping capacity
 - ii. Minimum 45 horsepower
 - iii. Minimum 100 ft/lbs of torque.
 - iv. Tow-behind style
 - v. Tail lights and turn signals

3. Terms and Payments

- a. It is preferred that the proposal be presented with the total rental cost for renting the equipment for a period of 4 years 5 months. It’s preferred that payments are made either monthly or yearly via invoice and that cost be detailed in the proposal along with any and all fees that would apply including delivery to Pendleton, Oregon. Also, the City requires the ability to shorten or lengthen the lease if needed. Proposers should detail the costs and terms of doing so in their proposal.
- b. The City of Pendleton desires the option to purchase the equipment, or not, at the end of the lease agreement. If this option will be made available the purchase price at the conclusion of the lease and terms should be listed in the proposal.
- c. The grant will not fund the purchase of equipment, so it is essential this is proposed as a separate step from the rental/lease agreement. Lease to own proposals will not be accepted.
- d. If there are any limits on number of engine hours, or other limits on use during the rental period, they should be specified in the proposal.

4. Proposal Requirements

- a. Proposals may be submitted electronically as a PDF to Liam.Hughes@ci.pendleton.or.us or on paper to Liam Hughes, City of Pendleton, Parks and Recreation Director, 865 Tutuilla Road, Pendleton, OR 97801. Paper size shall be 8 ½” x 11” using an 11-point minimum font size for text and limited to 20 pages. Proposals may be printed double-sided, in which each face of the paper will count as a separate page. Covers and any dividers will not be included in the page count.
- b. Vendors may submit a proposal for either the bucket truck or the chipper, or both.

- c. **Cover Letter:**
 - i. State general qualifications, expertise, and ability to perform the scope of services described in this RFP.
 - ii. Indicate agreement with the requirements and terms and conditions of this RFP.
 - iii. Signed by a representative of the Proposer authorized to undertake contract negotiations and bind the Proposer.
- d. **Specifications:**
 - i. Proposers should submit specifications for their equipment in at least all the categories listed above in the specifications section.
- e. **Price and Terms:**
 - i. Proposers should list the price and terms for the proposed contract, and should address the stipulations in the Terms and Payment Section above.
- f. **References and Promotional Materials:**
 - i. Vendors should provide at least three references, and contact info (preferably municipalities) who have utilized their services.
 - ii. Proposers should include promotional materials or anything else they feel will help the committee fully understand their proposal.
- g. It is the responsibility of the vendor to check to ensure receipt of the proposal prior to the deadline. Late proposals will not be considered.
- h. Proposers are encouraged to provide an opportunity for demonstration of equipment to be viewed and tested. It is not required but may affect discretionary points if the evaluation committee are not able to inspect the proposed equipment.
- i. Proposers should provide at least three (3) customers references that the City may contact. It would be preferred these references be entities as similar to the City of Pendleton or the work we will be doing as possible.
- j. Proposers should indicate when equipment would be available for delivery if the bid were awarded.
- k. The City may reject any proposal not in compliance with all prescribed public contracting procedures and requirements, and may reject any or all proposals upon a finding by the City that it is in the public's interest to do so.
- l. Statements made by representatives of the city are not binding unless confirmed by written addendum.

5. Scoring Criteria

- a. Proposals that do not meet any one of the terms or specifications set forth in the RFP may be removed from consideration at the City's discretion.
- b. Proposals will be reviewed by a committee based on what will provide the best overall value to the City of Pendleton. Scoring criteria will include:
 - i. Fit with desired specifications and features of the equipment. Features in addition to stated minimum specs may be awarded extra points if the committee believe they provide additional value to the City. (30 Points)
 - ii. Price and terms (30 Points)
 - iii. Discretionary points. Committee members will have discretionary points to award based on references, performance of demonstration equipment,

equipment availability/timeline for delivery, or information provided by the proposer. (40 Points)

ADDENDUM NO. 1

CITY OF PENDLETON

Urban Forestry Equipment Rental

Issued: February 7th, 2024

Proposal Due Date: March 12th 2024 at 2:00pm

TO ALL PROPOSERS:

This Addendum provides the following clarification/correction to the Proposal Documents and Contract for the above-referenced Project.

All Proposers shall acknowledge receipt and acceptance of this Addendum by completing the spaces and signing where indicated below and submitting it with their Proposal. Proposals submitted without signing for the Addendum may be considered informal.

Questions and Clarifications asked by proposers:

Q1: Would we accept a bid for a truck that has a working height of 50' and a side reach of 30'

A1: The Request for proposals outlines the desired specifications to be at least 60 feet of vertical height and 40 feet of side reach. The RFP states that the City may reject proposals that do not meet specifications at its discretion. However, the selection committee is not required to do so. Proposals will be scored by a committee, and staff cannot say one way or another how the committee will choose to vote on any given proposal. Proposers who believe they have equipment that will be a good fit for purposes outlined in the RFP but may not exactly meet all specifications may submit a proposal, but should explain where they do not meet the specs outlined in the RFP, and why these alternative specs should be considered.

CITY OF PENDLETON

Liam Hughes, Parks and Recreation Director
City of Pendleton
865 Tutuilla Road
Pendleton, OR 97801

PROPOSER'S ACKNOWLEDGMENT:

Company Name (please print)

Bidder's Name (please print)

Signature

Title

Address

City, State