



REQUESTS FOR PROPOSALS RFP 2024-0606-002 Compact Excavator

The Board of County Commissioners will receive sealed proposals for one Compact Excavator, until 4:00 p.m. MST, Wednesday, June 5, 2024 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado. All responses will be publicly opened and read aloud 9:00 a.m. MST, Thursday, June 6, 2024. Location of proposal openings will be at 231 Ensign, Fort Morgan, Colorado, Assembly Room, basement of the Administration Building. Vendors and/or public will be able to view RFP opening via a Zoom meeting. Details will be posted on the county website at: <https://morgancounty.colorado.gov/bids-and-proposals>.

The RFP is on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, CO and also on the Morgan County Website at www.co.morgan.co.us.

All Proposals can be submitted as follows:

- **Email** – Proposals may be emailed to: bccadmin@co.morgan.co.us. Emailed proposals must include the following statement on the email: **“I hereby waive my right to a sealed proposal”**. An email confirmation will be sent when the County receives the proposal within 24 hours of normal business hours.
- **Hand delivery** - Two (2) copies of the proposal may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.
- **Mail** - All proposals must be clearly marked on the envelope **RFP 2024-0606-002**.

Please address as follows:

Morgan County
Attn: Mindi Cloyd, Administrative Services Manager
218 W Kiowa Ave
Fort Morgan, CO 80701

Mindi Cloyd
Administrative Services Manager
Morgan County, Colorado

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Complete response packet contains 8 pages of documents

GENERAL INSTRUCTIONS TO RESPONDERS

1. A “proposal” is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a responder to provide the product specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2024- 0606-002**, Company Name, contact person, mailing address, telephone number of the responder, and contact email address.
3. It shall be the responsibility of the responder to ensure that the response is in proper form and in the County’s possession by or before the time and date designated in the RFP. Responses will not be accepted after the designated time and date. Any response received late will be returned to the responder unopened, if possible.
4. If a mistake is made or discovered during or after the County’s review of responses, the County reserves the right to determine which party made the mistake and whether the mistake is material and, after these determinations, the County, in its sole reasonable discretion, shall decide whether to accept or reject the proposal. No advantage shall be taken by any party of manifest clerical errors or omissions in any proposal. Responders shall notify the County immediately of any errors or omissions that are encountered.
5. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions section of the Proposal Reply Form or on a separate sheet of paper and returned with the proposal.
6. The County shall not reimburse any responder for any cost incurred in preparing a proposal or attending equipment demonstrations, inspections, pre-proposal conferences, or interviews.
7. Any amplification, clarification, explanation, interpretation, or correction of a response shall be made only by written addendum, and a copy of the addendum shall be mailed or delivered to each person receiving a RFP. The County is not responsible for any amplification, clarification, explanation, or interpretation or correction of a proposal not contained in written addenda.
8. The County reserves the right to determine, in its sole reasonable discretion, whether any proposal meets the needs or purposes intended and is within the approved budget. The County does not base its award on prices alone. Also to be considered are: quality of product; past experience with the responder or any subcontractors, consultants, products or suppliers; qualifications of the responder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions.
9. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. **Morgan County may grant a 5% preference to local**

businesses. A local business shall be a business which maintains a physical place of business in Morgan County.

10. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any responder, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the responder has the ability to supply the specified product and to perform the necessary warranty and product support in accordance with the RFP in the prescribed manner and time.
11. The County reserves the right, if it deems such action to be in its best interests, to reject any and all responses or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any responder shall be grounds for rejection of the proposal. If proposals are rejected, the County further reserves the right to investigate and accept the next best proposal in order of ranking, or to reject all proposals and re-solicit for additional proposals.
12. No proposal shall include federal excise taxes or state or local sales or use taxes.
13. Each proposal shall include a statement of standard warranty of the manufacturer.
14. Any response received as a result of this request is prepared at the responder's expense and becomes County property and is therefore a public record upon opening by the County.
15. If responder considers any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is responder's responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
16. By submitting a proposal, the responder acknowledges that (a) the preparation of the proposal, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the product; (c) all responsive documents are understood; and (d) the responder has the ability to deliver the product/equipment as specified herein in accordance with the RFP.
17. No proposal may be withdrawn for a period of sixty (60) days after the deadline for proposals

PROPOSAL REQUIREMENTS

1. The equipment shall be brand new, of the latest design in current production, be equipped with all standard equipment and include all required equipment necessary to provide a complete functional unit whether specified or not. All equipment and options listed in the specification section of this document must be included in the proposal.
2. The specifications and options list below are intended to describe the Compact Excavator in a way that meets the requirements and needs of the County. It is not meant to represent a complete list of specifications.
3. Any variations to the specifications or options listed below must be noted on the Exceptions Section.
4. Responders may supply a price sheet outlining additional options recommended for this Compact Excavator. Additional options will not be considered as part of the award. Once an award has been made, the County may consider these additional options at the outlined price to add to the final specifications.
5. Pricing shall include delivery to Morgan County Shop, 17303 County Road S, Fort Morgan, Colorado 80701.
6. All proposals must be submitted on the "Proposal Reply Form".
7. Responders must include a complete list of specifications and options for the equipment they intend to provide.
8. Responders must include manufactures printed standard specifications for the equipment they intend to provide.
9. All responding companies shall make available to Morgan County an Excavator of the same model proposed with similar equipment for field testing purposes at the request of Morgan County. If field testing is required, Morgan County would request (3) full working days to evaluate the machine.
10. An Operators Manual shall be supplied for machine purchased
11. A Parts Book shall be supplied for machine purchased.
12. A complete set of Service & Repair Technical Manuals for the complete machine shall be supplied for machine purchased. Either a hard copy or an electronic format is acceptable.
13. Two (2) copies of all proposals must be submitted.

SPECIFICATIONS AND OPTIONS

All specifications and options listed below are the minimum requirements needed to meet the needs of Morgan County Government

INTENDED MACHINE MODEL EXAMPLES;

Cat 303.5, Deere 35P, XCMG XE35U, Bobcat E35

SIZE

Base operating weight shall be no less 7,800 pounds

ENGINE & RELATED

Engine shall develop a rated net power of at least 23.3 hp

Engine shall be a turbo-charged, 3-cylinder diesel engine

Heavy-duty cooling system

110 volt engine coolant heater

Lockable engine compartment doors

ELECTRICAL & LIGHTING

Maintenance free, heavy duty battery

Two (2) LED work lights mounted top front of cab

One (1) LED work lights mounted top rear of cab

One (1) LED work lights mounted on boom

Reverse warning alarm

POWERTRAIN/TRANSMISSION

Two Travel Speeds (High/Low)

Travel controlled by control levers and pedals

HYDRAULIC SYSTEM

Hydraulics system shall be load sensing type, with a variable displacement pump(s)

Boom, Stick, Bucket, Swing and rotation functions controlled by joysticks

Joystick control pattern changeable

Two (2) Auxiliary Hydraulic lines groups and controls for operation of couplers and attachments

Selectable Auxiliary Hydraulic Flow

UNDERCARRIAGE

Each Track independently Driven

Rubber Tracks

WORK TOOLS

Standard Boom

Standard Stick

Digging depth shall be at least 116"

Hydraulic controlled mounting coupler

Bucket, Standard Size, must match up with thumb

Thumb shall be included, must match up with bucket

Front Blade, Standard

MISCELLANEOUS EQUIPMENT

Additional Counter Weight 500 pounds minimum

OPERATORS STATION

Machine shall have a canopy cab with roll over protection

Joystick controls for hydraulic functions

Auxiliary controls for attachment implements and/or work tools

Stick and pedal controls for travel, steering and brake

Instrument cluster that includes an hour meter, tachometer, coolant temperature and fuel level

Premium Vinyl covered suspension type seat with armrest, adjustable with seatbelt

Exterior mounted rear view mirrors, left & right side

Interior mounted rear view mirror



**PROPOSAL REPLY FORM
2024-0606-002
Proposal Reply Form**

Name and Address of Responder:

Name of Company _____

Address of Company _____

Phone Number _____ Fax Number _____

E-Mail Address _____

Representative _____ Title _____

Signature _____

Proposal

Equipment Make _____

Equipment Model _____

Total Equipment Price _____

Estimated Delivery Time Frame _____

Exceptions to Proposal

Use Additional Sheet if Needed