

Request for Proposals

***Un-Priced Technical Proposals ***

To provide

Disc or Drum Style Trailer Mounted Chipper Unit

A REVERSE AUCTION EVENT

for

Warren County

Vicksburg, MS

PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT

RFP # 2019-0415

Requested by the

Warren County Board of Supervisors

On behalf of the Warren County Road Department

913 Jackson Street

Vicksburg, MS 39183

Publication Dates:	May 17, 2019 and May 24, 2019
Question Submission Deadline:	May 30, 2019 @ 2:00 pm CST
RFP Response Deadline (to submit Un-Priced Proposals):	June 5, 2019 @ 2:00 pm CST
Reverse Auction Window (to submit Pricing):	June 12, 2019 @ 2:00 pm-3:00 pm CST
Estimated Award Date:	June 17, 2019

PUBLIC NOTICE

REQUEST FOR UN-PRICED TECHNICAL PROPOSALS

PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT

The Warren County Board of Supervisors is seeking un-priced technical proposals from qualified equipment dealers/vendors to provide one new **DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT** for use by the Warren County Road Department. Deadline for receipt of un-priced technical proposals is 2:00 p.m. CST on Wednesday, June 5, 2019. The Bid File Number is **2019-0415**.

Pursuant to Ms Code 31-7-13 and House Bill 1109, this equipment will be procured through a multi-step procurement process, including a **Reverse Auction**. In Phase One, **un-priced technical proposals** are evaluated for potential acceptability based upon pre-determined criteria. In Phase Two, **only** those bidders whose technical proposals are determined acceptable shall be invited to provide priced bids for consideration. Warren County encourages vendor participation in this multi-step process. Complete instructions are provided in the specifications package.

The specification package and instructions for submission of un-priced technical proposals may be obtained by visiting the website **Bid Now Solutions** at <https://bidnowsolutions.com/warrencounty/> or by contacting Tonga Vinson, Purchasing Agent by email, tonga@co.warren.ms.us. Proposals may be submitted via electronic or paper delivery means. Paper delivery shall be to the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS 39183. Late or incomplete proposals will not be considered. Modifications will not be considered after the closing date and time. The following criteria shall be used to evaluate un-priced technical proposals:

1. Compliance with Request for Proposals/Bids submission requirements;
2. Response to Technical Specifications of Equipment or Services required;
3. Demonstrated experience, ability and resources of the vendor to provide Equipment or Services required;
4. Warren County's experience with the bidder or manufacturer, brand or model offered;
5. Warranty, maintenance and support services if applicable;

Warren County reserves the right to conduct oral or written discussions of the un-priced technical proposals. Bidders may designate those portions of the un-priced technical proposals which contain proprietary data they wish to remain confidential. The item or service procured shall be furnished in accordance with the bidder's technical proposal and shall meet the requirements of the request for proposals/bids.

A Bid Bond, Cashier's or Certified check payable to Warren County in the amount of \$500.00 shall be required in the event that a company's proposal is approved for advancement to Phase Two. This surety will be required prior to accessing the online reverse auction bidding portal and/or submission of paper bids.

The Warren County Board of Supervisors reserves the right to determine responsible proposing companies, responsive and most advantageous proposal(s), invite bids from multiple bidders, reject any and all proposals or bids and waive minor informalities in the proposal and bid process. Warren County reserves the right to award a contract to the bidder(s) believed most advantageous to Warren County, price and other factors considered.

This notice is published pursuant to an order of the said Board of Supervisors dated the 15th day of April 2019.

Warren County Board of Supervisors
By: Tonga L. Vinson, Purchasing Agent

PUBLISH: May 17, 2019
May 24, 2019

(PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT)

**SPECIFICATIONS, TERMS AND CONDITIONS
FOR DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT
BID FILE NO. 2019-0415**

I. GENERAL:

The Warren County Board of Supervisors is seeking un-priced technical proposals from qualified equipment vendors/dealers to provide one new **DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT** for use by the Warren County Road Department. Deadline for receipt of un-priced technical proposals is 2:00 p.m. CST on Wednesday, June 5, 2019. The Bid File Number is **2019-0415**.

For purposes of this project, the words "bid" and "offer" and "proposal" in all forms are interchangeable and in this document shall mean the ***un-priced technical proposal*** being requested for evaluation prior to the request for priced bids.

The equipment furnished under this Request for Bids shall be new 2018 or later models of the most current commercial production. Demonstrator, Used, Shopworn or Discontinued models are unacceptable. The intent of these specifications is to obtain equipment that will adequately meet the needs of Warren County while promoting maximum legal competition. These specifications are intended to set a standard and identify minimum requirements. In no case are they used with the intention to discriminate against any provider. The fact that a manufacturer chooses not to produce equipment to meet these minimum specifications will not be sufficient cause to adjudge these specifications as restrictive.

It is the responsibility of the vendor to review the entire Invitation to Bid packet and to notify the Warren County Purchasing Department if any specifications or conditions, in their opinion, unnecessarily restrict competition. Any inquiry or protest concerning these specifications must be received in the Warren County Purchasing Department office, in writing, no less than five (5) working days prior to the time and date set for the receipt of un-priced technical proposals. The address is 913 Jackson Street, Vicksburg, MS 39183; the fax number is 601-634-4807.

In the event that addenda or changes to the specifications are issued within two (2) working days prior to the proposal receipt deadline, the proposal due date shall be reset to allow ample time for potential bidders to consider such addenda or changes and submit a responsive proposal.

II. BUY BACK REQUIREMENT

No Buy Back Conditions for this Procurement.

III. DELIVERY

Equipment shall be delivered, completely assembled and adjusted including standard and optional equipment required, in ready for use condition, to the Warren County Road Department at 200 County Lane, Vicksburg, MS 39183. Delivery shall be made within specified number of calendar days ARO as stated on the proposal form. Purchase Order date shall be the official order date. Failure to deliver on time may be cause for cancellation of order.

IV. WARRANTY

A full description of all warranty terms and conditions must be included in the un-priced proposal. The warranty shall begin on the date the unit is determined to meet all specifications and is accepted into Warren County's equipment fleet.

V. REPAIR SERVICE

All respondents shall provide information on a factory-authorized repair facility from which technicians shall be dispatched for warranty calls and for parts and maintenance after warranty expiration. Proposals must state location of factory authorized service and parts facility, which shall be within the State of Mississippi and within 150 miles of the Warren County Road Department, located in Vicksburg, MS. Provide information regarding on-site mobile service for warranty repairs if that is an option offered by your company.

VI. TOWING SERVICES

No Towing Services for this Procurement.

VII. METHOD OF EVALUATION FOR UN-PRICED TECHNICAL PROPOSALS:

Invitation to compete in Phase Two of this project will be based on analysis of the following criteria:

1. Compliance with Request for Proposals/Bids submission requirements;
2. Responses to Technical Specifications of Equipment or Services required;
3. Demonstrated experience, ability and resources of the vendor to provide Equipment or Services required;
4. Warren County's experience with the bidder or manufacturer, brand or model offered;
5. Warranty, maintenance and support services if applicable;

VIII. SUBMISSION OF UN-PRICED TECHNICAL PROPOSALS:

There are several documents to submit in order to be considered for invitation to participate in the Reverse Auction and possible award on this project. **SEE INSTRUCTIONS, FORMS AND WORKSHEETS PROVIDED ON THE FOLLOWING PAGES.**

It is understood that bidders who submit proposals have read, understood and accepted these specifications as written, and by submitting a proposal, agree to meet the specifications as written. Proposal modifications, alterations or corrections received after the closing time specified shall not be considered. Proposals must remain valid for a minimum of 60 days from the opening date. Warren County is a Tax Exempt Government Entity.

To be considered, un-priced technical proposals must be signed by an owner or authorized officer or manager of the bidding company. It is the bidder's responsibility to ensure timely and complete proposals are received with all required documentation included. Late and/or incomplete proposals will not be considered.

If you are selected to receive an invitation to provide priced bids, complete instructions for submitting priced bids shall be provided in the invitation.

IX. QUESTIONS

General questions regarding this request should be directed to Tonga Vinson, Purchasing Agent, at the Warren County Purchasing Department, 913 Jackson Street, Vicksburg, MS 39183. The phone number is 601-638-7428. Email: tonga@co.warren.ms.us

For questions concerning the technical specifications and requirements for the equipment, prospective bidders may contact Road Department Shop Foreman Earl Carson at the Warren County Road Dept. The phone number is 601-636-1431. Email: earlc@co.warren.ms.us

X. OPENING:

Proposal openings, whether electronic or traditional paper method, shall be conducted any time after they are received and shall be conducted by at least two procurement officials. From that point forward, proposals will be considered under advisement. Warren County may conduct written or oral discussions with potential bidders.

The Warren County Board of Supervisors reserves the right to determine responsive offers or proposals, waive minor informalities in the process, to reject any and all offers or proposals, and to invite priced bids from those companies believed most advantageous to the County.

XI. OTHER:

THIS IS A MULTI-STEP PROCUREMENT PROJECT TO BE COMPLETED IN TWO SEPARATE PHASES.

- **Phase One** is the solicitation and receipt of un-priced technical proposals for consideration. Deadline for receipt of technical proposals is 2:00 p.m. on Wednesday, June 5, 2019.
- **Phase Two** is the Reverse Auction Event in which bidders will provide priced bids for the equipment, based upon their approved technical proposal. If your un-priced technical proposal is approved as acceptable, you will be invited to enter the Reverse Auction Event and assigned a username and password for access to the online bidding site.
- **Reverse Auction** is an auction event in which bidders submit pricing in a decreasing manner. In Warren County Reverse Auctions, all bidders will be able to see and consider their competitors' bids and decide if additional bidding is necessary on their part. This reverse auction event will have only one component: Purchase Price. Purchase Prices are live submissions during the auction.
- The Reverse Auction website will contain each and all bidders' information regarding make and model of equipment as submitted during Phase One. During live bidding, there will be a Listing of Bids showing purchase prices of each bidder. All bidders will be able to see other bidder's offers and make additional purchase price bids accordingly.
- Bids will be allowed at minimum \$1.00 (One Dollar) downward increments. Each bidder may place as many bids as they wish, so long as each one is at least \$1.00 less than the previous bid placed by the same bidder.
- Bids should be submitted in rounded numbers without cents.
- **Phase Two** time window for receipt of priced bids will be **Wednesday, June 12, 2019 from 2:00-3:00 pm CST**
- There is no advantage for a bidder to wait until near closing time of the auction to place a bid. Any bid placed during the last 5 minutes of the bidding time window will cause an automatic 5-minute extension of time. Each additional bid after that will cause another 5-minute extension, and will continue until 5 minutes have gone by without a bid. At that point, the system will shut down and the auction will end.
- More information regarding the live Reverse Auction event will be provided in the invitation to participate.

XII. INSTRUCTIONS - Proposal Submission for Disc or Drum Style Trailer mounted Chipper Unit

The following information applies to all proposals. The documents listed below must be included in your proposal, whether submitted by envelope or by electronic method. After you have obtained the Specification Package, you can submit proposals by:

1. **PROPOSAL SUBMISSION BY SEALED ENVELOPE:**

Prior to the deadline for receipt of un-priced technical proposals, deliver your sealed envelope, marked as shown, to the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS. Our staff will accept your envelope and time and date stamp it and give you a copy of the envelope as your receipt. Envelope must be clearly marked with the **Bidder's name and address on the outside** and the following in the lower left corner. You may cut out and paste/tape this box to your envelope in the lower left corner:

Un-Priced Technical Proposal for Disc or Drum Style Trailer mounted Chipper Unit RFP #2019-0415 Proposals Due By: June 5, 2019 at 2:00 p.m. Enclosed Proposal signed by: _____ Printed Name Title

(Put the following documents inside the envelope!!!)

- A. Submission Cover Letter (FORM A);
- B. Completed Proposal Form (FORM B);
- C. Specifications Listing Worksheet marked with YES or NO with references to the page/section of your brochures and literature to substantiate each specification. If unit offered is not compliant, provide information on what is being offered and reference page/section of brochures and literature to substantiate the exception;
- D. Any other information vendor would like for Warren County to consider;

2. **PROPOSAL SUBMISSION BY ELECTRONIC MEANS (Via Website):**

Prior to the deadline for receipt of proposals, bidders should gather all the documents shown below and scan/compile them into one PDF document. You will use a Browse feature to find it on your computer for upload. The electronic system will **generate a receipt after the upload is complete.**

- A. Submission Cover Letter (FORM A);
- B. Completed Proposal Form (FORM B);
- C. Specifications Listing Worksheet marked with YES or NO with references to the page/section of your brochures and literature to substantiate each specification. If unit offered is not compliant, provide information on what is being offered and reference page/section of brochures and literature to substantiate the exception;
- D. Any other information vendor would like for Warren County to consider;

• **VISIT THE WEBSITE www.bidnowsolutions.com AND PERFORM THE FOLLOWING STEPS:**

- 1. Under the tab REVERSE AUCTIONS AND ELECTRONIC BIDS, select **WARREN COUNTY**;
- 2. Select **DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT**;
- 3. Select **REQUEST FOR CREDENTIALS** – you will receive a User ID and Password by email;
- 4. Return to the site and Log In with the User ID and Password you receive by email;
- 5. Select **SUBMIT UNPRICED TECHNICAL PROPOSAL**;
- 6. Check mark each form to confirm inclusion in the upload and the “I certify...” statement;
- 7. Use the **BROWSE** button to search your computer for the PDF you previously created;
- 8. Complete the date and signature fields, then select **SUBMIT PROPOSAL**. Receipt will be emailed;

Please contact Tonga Vinson, Warren County Purchasing Agent via tonga@co.warren.ms.us with any questions!

FORM #A

**Submission Cover Letter
For
Un-priced Technical Proposal**

**DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT
BID FILE NO. 2019-0415**

The undersigned proposes to provide Disc or Drum Style Trailer mounted Chipper Unit as per the specifications provided by Warren County and the subsequent proposal from the bidder named below.

If Warren County invites _____ (company name) to submit priced bids in response to this submission, we intend to participate by (check one):

____ Online Electronic Bid or Reverse Auction, pending receipt of required id and password from Warren County.

____ Traditional Paper Bid, to the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS, 39183

Contact information for any questions regarding this submission:

_____ (company name) understands that we only have one opportunity to submit an un-priced technical proposal. We affirm that we have read and understood this request for un-priced technical proposals and understand that Phase Two must be completed before the project is awarded. **We understand that any missing information or documents required by this RFP may be cause for rejection of the proposal.**

We acknowledge that Warren County has the sole discretion and authority to determine whether our proposed equipment meets the specifications issued and also if it will meet the requirements and needs of the Warren County Road Department in performing their assigned daily tasks. We understand that Warren County may or may not invite our participation in Phase Two (REVERSE AUCTION-Priced Bids) of this procurement.

If we are invited by Warren County to participate in Phase Two (REVERSE AUCTION-Priced Bids) of this procurement, the invitation should be directed to:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Company Name: _____

Email: _____

INCLUDE THIS FORM IN YOUR UNPRICED PROPOSAL SUBMISSION!

FORM #B

Proposal Form

**DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT
Bid File No. 2019-0415**

To: Warren County Board of Supervisors

Date: _____, 2019

The undersigned proposes to furnish up to one **DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT**, which meets or exceeds the specifications provided. The undersigned certifies that the minimum specifications, terms and conditions contained in this RFP have been considered and understood. By submitting a proposal, I/we do certify that the units offered do meet or exceed the specifications contained in this Request for Proposals.

Equipment literature is included: _____ Y/N Marked YES/NO Specification Sheets are included? _____

Information on repair facility is included: _____ Y/N Repair Facility Location: _____

Warranty Terms and Conditions:

(Attach additional information as necessary)

EQUIPMENT INFORMATION

A. **Chipper Unit:** Year: _____ Make: _____ Model: _____

B. **Delivery Time after receipt of order:** _____ calendar days

C. **Attach Specifications Listing marked YES OR NO, with references (page, paragraph, etc) in last column to match actual specs in literature;**

D. **Attach literature to substantiate YES OR NO markings and any other information for consideration;**

E. **Notes or comments:** _____

Signed: _____ Printed Name: _____ Title: _____
(Owner, Corporate Officer or Authorized Mgr)

Company: _____

Address: _____

Phone: _____ FAX: _____ Email: _____

INCLUDE THIS FORM IN YOUR UNPRICED PROPOSAL SUBMISSION!

XIII. PHASE TWO REQUIREMENTS (For Information Purposes Only)

- Once Phase One (Un-priced technical proposals) of this project is completed, bidders who are invited and intend to participate in Phase Two (Priced Bids) shall provide a bid surety in the form of a Bid Bond, Cashier's Check or Certified Check payable to Warren County in the amount of \$500.00.
- Sureties in the form of Bid Bonds shall be issued from a reliable surety company, licensed to do business in the State Mississippi and acceptable to Warren County. Surety is to be forfeited to the County if the bidder withdraws their bid or fails to accept the award.
- Bid surety must be received by Warren County before the bidder will be given the password required to submit priced bids. In the case of paper bids, surety must be received by Warren County before the envelope will be opened. Further information regarding submission of the bid surety will be provided in the invitation to provide priced bids.
- Unsuccessful bidders shall receive a full refund of the bid surety or a notice to cancel the bond. Refund of bid surety to the successful bidder shall be contingent upon contract execution.

XIV. TECHNICAL SPECIFICATIONS:

This RFP contains general specifications for a **DISC OR DRUM STYLE TRAILER MOUNTED CHIPPER UNIT**.

The equipment furnished under this Request shall be new 2018 or later models of the most current commercial production. Demonstrator, Used, Shopworn or Discontinued models are unacceptable. Bidders shall include printed literature and detailed specifications for the equipment offered, with highlighted specifications to correlate back to the YES OR NO specifications listing provided.

This literature and specifications listing worksheet must be included in the submitted proposal for consideration.

The following specifications are considered minimum acceptable. Any deviations must be equal to or exceed the written specifications.

VERY IMPORTANT:

BIDDERS MUST RETURN THE FOLLOWING CHART PAGES (SPECIFICATIONS LISTING WORKSHEET) WITH THEIR UN-PRICED TECHNICAL PROPOSAL, MARKED YES OR NO, WITH INFORMATION ABOUT ANY EXCEPTION AND PAGE AND SECTION REFERENCE IN LITERATURE PROVIDED TO SUPPORT SPECIFICATION MET. FAILURE TO INCLUDE THESE COMPLETED PAGES WITH THE PROPOSAL WILL BE GROUNDS FOR IMMEDIATE REJECTION OF THE PROPOSAL WITHOUT FURTHER CONSIDERATION.

SPECIFICATIONS LISTING WORKSHEET

Trailer Mounted Pull Behind Chipper
Minimum 18" Drum or Disc Style

GENERAL

Unit shall be NEW 2018 or 2019 Hydraulic Feed Drum or Disc Style Chipper minimum 18" capacity class with full manufacturer warranty.

Unit shall be mounted on a pull-behind Trailer of sufficient size to safely carry and transport.

ENGINE

Minimum 130 HP, 4 Cylinder

Diesel Fueled Tier 4 Final

Water / Liquid Cooled

High Coolant Temp & Low Oil Pressure Shutdown Feature

TRAILER

Axle minimum 10,000 LB with Electric Brakes

Tires @ 235/75R/17.5 Load Range J

12V Electrical System

Rear Lights with STOP, TURN and TAIL Indicators

Towing Hitch minimum 5000 lb

CAPACITIES

Fuel minimum 30 gallon

DEF minimum 8 gallon

Hydraulic Fluid minimum 12 gallon

MEETS
YES

MEETS
NO

EXCEPTION OR ALTERNATE
OFFER

REFERENCE BROCHURE OR
LITERATURE LOCATION TO SUPPORT
SPECIFICATION MET

SPECIFICATION	MEETS YES	MEETS NO	EXCEPTION OR ALTERNATE OFFER	REFERENCE BROCHURE OR LITERATURE LOCATION TO SUPPORT SPECIFICATION MET
CUTTING SYSTEM				
Drum or Disc Style				
DISCHARGE SYSTEM				
Minimum 9' 5" Discharge Height				
Minimum 270 Degree Rotation				
Safety Strobe Light				
WARRANTY				
Minimum 5-year full coverage factory warranty				
SERVICE PLAN				
Including planned maintenance oil changes at 250 hour intervals, up to 3000 hours total				
Multipoint inspection at each oil change interval with copy of checklist provided to Warren County				
OTHER				
Printed Manuals (1) Each Parts, Service, Operator				
Location of repair shop for warranty and service	insert location here:			
END OF SPECIFICATIONS				