

Heber Public Utility District

REPORT TO BOARD OF DIRECTORS

MEETING DATE: September 16, 2021.

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the submittal of a Request for Proposal for a full-size diesel truck for the parks department.

ISSUE:

Shall the Board of Directors authorize the submittal of a Request for Proposal for a full-size diesel truck for the parks department?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors authorize the submittal of a Request for Proposal for a full-size diesel truck for the parks department.

FISCAL IMPACT:

During the budget process there was discussion regarding the need to purchase a truck for the Park Department. However, as the parks department budget could not support this purchase, the HPUD Board authorized the purchase from our Parks reserves. This was approved via Resolution 2021-04 on July 15, 2021.

DISCUSSION:

Staff has prepared a request for proposal for the purchase of a full-size diesel truck with ladder rack and toolbox. This purchase will be expended out of the Parks Department reserves as authorized via Resolution 2021-04.

We anticipate having this item back before the board to authorize the purchase in December.

CONCLUSION:

It is recommended that the HPUD Board authorize the submittal of a Request for Proposal to purchase a full-size diesel truck for the Parks department.

Respectfully Submitted,

Laura Fischer, General Manager



**HEBER PUBLIC UTILITY DISTRICT
REQUEST FOR PROPOSALS
TO PURCHASE ONE (1)
FULL SIZED DIESEL PICKUP TRUCK**

INTRODUCTION/PROJECT DESCRIPTION

The Heber Public Utility District intends to purchase one Full-sized pickup truck with a diesel engine.

PROPOSAL SUBMISSION AND CONTACT INFORMATION

Sealed proposals will be received by the **Heber Public Utility District at 1078 Dogwood Road, Suite 103, Heber, California 92249** until **10:00 a.m.**, prevailing local time, **Friday, November 5, 2021** for the purchase of one (1) Full-sized diesel pickup truck. At such time proposals will be publicly opened and read aloud.

Submit Proposals to:

**Heber Public Utility District
Attention: Laura Fischer, General Manager
Re: Diesel Pickup Truck RFP
1078 Dogwood Road, Suite 103
Heber, CA 92249
(760) 482-2440
www.heber.ca.gov**

Bid Deadline:

**10:00 a.m.
Friday, November 5, 2021**

No bid proposal will be considered for award unless submitted on the Bid Proposal Form furnished by the Heber Public Utility District. Forms should be completed and signed by the bidder and delivered prior to the time and date specified in this RFP.

Contact Persons: Laura Fischer, General Manager
Phone: 760-482-2440
Email: lfischer@heber.ca.gov

Attention of bidders is especially directed to the specifications which, in addition to the bid proposal and these instructions, are the basis for evaluation and will be part of any contract with the successful bidder. Any deviation from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal. It is the intent of the Heber PUD to award the dealer whose proposal is the most advantageous to the Heber PUD from the standpoint of suitability to purpose, quality, services, previous experience, price, time to deliver, and to accept the bid that is in the best interest of the Heber PUD.

TERMS OF DELIVERY/PAYMENT

The selected Dealer must deliver by transporting the Full-size diesel pickup truck to the Heber Public utility District Water Treatment Plant located at 1085 Ingram Street, Heber, CA; starting and testing the Full-size diesel pickup truck to the Heber PUD's satisfaction' and conducting such training and orientation as shall be applicable to its safe operation and maintenance requirements under conditions of the warranty. Payment in full will be made by the Heber PUD within thirty (30) days of delivery.

REQUIRED INFORMATION FOR ALL PROPOSERS

- Name and contact numbers, email, etc. for authorized dealer's representative signing the proposal.
- Proof that the dealer's equipment meets or exceeds the specifications contained in this RFP, including specification sheets for the model that will be delivered.
- Forty-five day guarantee of proposed terms and pricing.
- Delivery date for the specified Full-size diesel pickup truck.

INFORMATION TO BIDDERS

1. **SECURING DOCUMENTS:** All specification documents are attached to this Request for Proposals. Additional copies of this document may be obtained by prospective bidders at the Heber Public Utility District Office located at 1078 Dogwood Road., Suite 103, Heber, CA, 92249, Attention: Laura Fischer, General Manager.
2. **PROPOSALS:** Bids to receive consideration shall be made in accordance with the following instructions:
 - a. Bids shall be made upon the Bid Proposal Form that is attached to this RFP. All bids must be properly executed. Bids shall be written in ink or typed. Quotations are to be verified before submission as they cannot be corrected after the bids are opened. The signatures of all persons shall be in longhand. The completed proposal shall be without interlineations,

alternations or erasures. No oral or telegraphic modification will be accepted.

- b. Before submitting a proposal, the bidder shall carefully examine the Specifications, Terms and Conditions, and any other applicable documents. They shall fully inform themselves as to all existing conditions and limitations and shall include in the bid a sum to cover the cost of all items included in the specifications.
- c. The use of the name of the manufacturer or any special brand or make in the contract documents does not restrict bidders to that manufacturer or specific article. An equal or the named product will always be given due considerations. Any product of like specifications and capabilities will be considered.
- d. All equipment on which bids are submitted must in all cases be equal or better in quality and utility to those manufacturers or brands specified by the Heber PUD.
- e. The make or brand and grade of the article on which the bid is submitted should be stated in the bid form. When the make or brand and grade of the article is not stated, it will be understood to be a specific article named by the Heber PUD.
- f. No quotations shall include Federal Excise Tax in as much as the Heber Public Utility District is exempt to such tax and will furnish appropriate tax exemption certificates on request.
- g. All quotations shall be FOB Heber PUD location.
- h. No charge for packing, draying, postage, express or for any other purpose will be allowed over and above the prices quoted on the bid sheet.
- i. Bids shall be delivered to the Heber PUD, Attention: Laura Fischer, General Manager on or before the day and hour set for the opening bids in the NOTICE TO BIDDERS published in the Imperial Valley Press.

BID SPECIFICATIONS

GENERAL

This specification covers a new model Full-size diesel pickup truck with a 6.2 Liter Diesel Engine or larger.

This specification covers only the major details of a unit. It is the supplier's responsibility to deliver a fully equipped unit with compatible components to provide dependable efficient service.

Demonstration and evaluation may be required subsequent to tender opening if deemed necessary by the Heber PUD.

Ratings, values and capacities shown in the list below are the minimums acceptable. Bidders can submit trucks with higher ratings.

FEATURES

6.2 Liter Diesel Engine or Larger	Transmission – Automatic
Regular Cab – Not Extended	Plastic Floor Mats
AM FM Radio	Tow Package
Power Inverter	Convenience Package
Meet California Emissions Standards	Power Windows
Air Conditioning/Heating	Mirrors, Wide Load
Cruise Control	Front Bench Seats
White Color	Light Color Interior
2 Wheel Drive	Back up Alarm

ADDITIONAL FEATURES

Work Truck Option Package Including:
Ladder Rack
Utility Body and Ladder Rack
Vise Bracket
Cone Bracket



**HEBER PUBLIC UTILITY DISTRICT
REQUEST FOR PROPOSALS
TO PURCHASE ONE (1)
FULL-SIZE DIESEL PICKUP TRUCK**

BID PROPOSAL FORM

VENDOR NAME: _____

State the make, year and model of Full-size diesel pickup truck proposed.

Make	Year	Model
_____	_____	_____
Unit Price		\$ _____
Sales Tax		\$ _____
Delivery or Other Incidental Costs		\$ _____
TOTAL COST		\$ _____

DELIVERY DATE: Please state the anticipated delivery date in working days from the time awarded (Heber Water Plant – 1085 Ingram Ave., Heber, CA 92249).

_____ Working Days

LITERATURE AND WARRANTY INFORMATION: Attach manufacturer's literature and warranty information to this proposal.

DEVIATIONS: Any deviations from specifications much be listed here (If additional space is needed, Please insert a page.

The undersigned, as bidder, declares that the only persons, or parties interested in this proposal certifies that the firm and/or Principals of the firm are ___ or are not ___ currently disbarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the Heber PUD of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Company Name: _____

Address: _____

Business Phone: _____ Fax No. _____

Federal I. D. No. _____

Name/Title of Contact Person: _____

Contact Phone: _____ Mobile No. _____

E-Mail Address of Contact Person: _____

Authorized Bidder:

 Signature of Authorized Bidder Date

The above signed, as bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the proposal or contract to which pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud. Submission of a signed proposal will be interpreted to mean that Dealer has hereby agreed to all the terms and conditions set forth in all the pages of the Request for Proposal. Dealer's signed Proposal and Heber PUD's written acceptance shall constitute a contract.

Equipment	Department	Year	Mileage	Hours	Lisence Plate	Condition	Replacement Schedule	Priority
Chevy Silverado Truck	Parks	2007			1246236	Bad	2021-22	1
Ford 655C Back Hoe	Wastewater			2884		Bad	2021-22	1
Ford Ranger	Wastewater	2008	80492		1251994	Good	2022-23	2
Ford Ranger	Wastewater	2011	82051		1243674	Fair	2022-23	2
Carryall 710 club cart	Parks		4046	22	1403235	Good	2023-24	3
Kubota 1011 riding mower	Parks		125			Good	2023-24	3
Ez-Go club cart	Wastewater					Fair	2024-25	4
Kubota 331 mower	Parks		670			Good	2024-25	4
Dump Truck	Wastewater	2005	68771	3733	1307649	Fair	2025-26	5
Ford Ranger	Water	2008	59210		1251995	Good	2025-26	5
New Holland Tractor	Parks		1362			Good	2025-26	5
Ford F250	Distribtuion	2015	23379		1307658	Good	2026-27	6
Vactor Truck	Wastewater	2015	4284		1470391	Good	2026-27	6
Ford F150	Water	2016	20590		1307647	Excellent	2027-28	7
Ford F250	Distribution	2017	22894		1521243	Good	2027-28	7
Case 590SM Back Hoe	Distribution			3311		Good	another 5-10 years	
Big Trailer	Parks					Good		
Little Trailer	Parks				4CM7997	Good		
Valve Exercise Trailer	Distribution	2020		17.5		Excellent		