



City of Rochester Hills  
Request for Proposals  
Four (4) Wheel Drive  
Forestry Chip Truck  
RFP-RH-13-018

DATED March 20, 2013: The City of Rochester Hills is accepting proposals from qualified and experienced vendors to provide **Four Wheel Drive Forestry Chip Truck** to satisfactorily support the City of Rochester Hills Forestry Division.

Sealed proposals will be received by the City of Rochester Hills, at the **Purchasing Division/Fiscal Team, 1000 Rochester Hills Drive, Rochester Hills, MI 48309 until EXACTLY 3:30 p.m. local time, on Tuesday, April 9, 2013** at which time and place the names of proposers will be publicly read aloud.

The City of Rochester Hills officially distributes Request for Proposals (RFP) documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Vendors are encouraged to register as a vendor at the MITN website to ensure they receive addendum information, if such information is issued. To do business with the City and become a registered vendor visit the City's website at [www.rochesterhills.org](http://www.rochesterhills.org), click on Government Services, Departments, Purchasing, Bid Opportunities and link to MITN website.

**THE CITY OF ROCHESTER HILLS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.**

Any deviation from the specifications must be noted on the proposal.

Please submit proposal on or before the date and time given above to:

Lisa Cummins, CPPB  
Senior Purchasing Analyst  
Purchasing Division  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

All proposals **ten** copies (10 copies) must be submitted in a Sealed Envelope marked "**RFP – FORESTRY CHIP TRUCK**", or submitted through the MITN website. The City of Rochester Hills is capable of accepting documents in doc, pdf, jpg, tif or rtf formats.

City of Rochester Hills  
Dated at Rochester Hills, Michigan  
This 13th day of February 2013



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## **BACKGROUND INFORMATION**

The City of Rochester Hills is accepting proposals for **One (1) Four Wheel Drive Chip Truck** to satisfactorily support the City's Forestry Division.

Please carefully review this document. It provides specific technical information necessary to aid participating firms in formulating a thorough response. A formal comprehensive review period will be conducted to ensure that the City selects the best possible vehicle available at the best value to the City.

To respond to this RFP, interested proposers must include a response to all criteria that are listed in this proposal. Failure to include a response to all the evaluation criteria may be cause for rejection.

Please carefully review this document. This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the City is seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. Proposers are to provide their proposed solution based on their professional knowledge and developed around the general requirements defined within this proposal. As such, the lowest price proposed will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a proposer's approach meets the desired requirements and needs of the City. The criteria that will be used and considered in evaluation for award are set forth in this document. The City reserves the right to award multiple contracts for the same or similar item(s).

The City will utilize their best judgment when determining whether to schedule meetings or demonstrations with shortlisted vendors, after receipt of all proposals. Meetings with shortlisted proposers and demonstrations of the proposed vehicles may provide additional information and criteria upon which the City may base a selection decision. The City reserves the right to select and subsequently recommend for award the proposed equipment/service, which best meets its needs, quality levels and budget constraints.

## **OBJECTIVE**

The City has identified the following objectives for securing the product/services described herein.

1. Procure a forestry chip truck meeting the intent of the specifications and meeting the conditions and mandatory requirements presented in this document; provide the most cost effective acquisition based on proposals provided.
2. Procure a forestry chip truck with the best proven "track-record" of service.

## **SUBMITTAL GUIDELINES**

- A. Submit one (1) original and three (3) copies;
- B. It is the proposer's responsibility to clearly identify and describe the products and services being offered in response to this solicitation;
- C. The solicitation forms must be completed legibly and in their entirety;
- D. All required information must be furnished and presented in an organized, comprehensive and easy to follow manner;



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- E. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired; and
- F. Elaborate artwork; expensive paper, bindings, visual and other presentation aids are not required.

### **ADDENDA TO REQUEST FOR PROPOSALS DOCUMENTS**

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any vendor. Vendors must request such interpretations or clarifications from the identified contact below. Request for information or clarification of this RFP must be made in writing and addressed to Lisa Cummins, CPPB at the address, fax, or email address listed below, with email being the preferred method of communication. Questions should reference the RFP page and section number.

Lisa Cummins, CPPB  
Senior Purchasing Analyst  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
Telephone: (248) 841-2537 Fax: (248) 608-8178  
Email: [cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org)

Questions relative to this solicitation must be submitted to Lisa Cummins, CPPB, Senior Purchasing Analyst, City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309, in writing prior to **Thursday, March, 28, 2013 at 12:00 (noon)**. No negotiations, decision or actions shall be initiated by any firm as a result of any verbal discussion with any individual City employee prior to the due date or during the evaluation process. All communications shall be conducted through the City of Rochester Hills Purchasing Division, unless specific written documentation is provided to the vendor.

The City reserve the right to change or amend the RFP documents, prior to the proposal due date by the issuance of Addendum posted on the MITN website. It shall be the vendor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall be that document appearing on the MITN with amendments, addendums and updates. The authorized version of this Request for Proposal document shall be that document appearing on MITN with amendments, addendums and updates.

The City reserves the right to disqualify any proposer who contacts any City employee, representatives, or agent concerning this RFP other than in accordance with this section. Nothing in this section prohibits the City from conducting discussions with proposers after the proposal opening.

### **Quality Assurance**

Materials furnished shall be new and at least of standard quality currently used commercially, conforming to current engineering and manufacturing practices. Materials shall be free from defects that adversely affect the function or appearance of the finished unit. The vehicle furnished under this specification shall be assembled to the manufacturer's latest current design and conform to all applicable OSHA, MDOT, DOT safety regulations.

The bidder represents that all equipment offered under this specification shall be new. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.



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The vehicle shall be completely assembled and adjusted. All equipment including standard and supplemental equipment shall be installed and the unit made ready for continuous operation. All parts not specifically mentioned which are necessary for the vehicle to be complete and ready for operation or which are normally furnished as standard equipment shall be furnished by the vendor. All parts shall conform in strength, quality and workmanship to the accepted standards of the industry.

### **PRICING**

Prices/discounts shall be F.O.B. destination freight pre-paid and shall include all charges that may be imposed in fulfilling the terms of this contract.

### **SCOPE OF WORK**

It is the intent of these specifications to cover the furnishing, delivery, training, warranty, and related services for a complete forestry chip truck equipped as hereinafter specified. With a view to obtaining the best results and the most acceptable chip truck for service in the Forestry Division, these specifications only cover the general requirements as to the type of equipment with which the successful proposer must conform. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interests of the City.

The purpose of this document is to provide minimum specifications and test parameters for the manufacture of the forestry chip truck that meets the needs and desires of the City. It establishes essential criteria for the design, performance, equipment, and appearance of the vehicle. The objective is to provide a vehicle that is in accordance with nationally recognized guidelines. All vendors and manufacturers must meet all state and local regulations regarding the manufacturing, licensing, and sale of chip trucks within the state.

The City is seeking proposals for a four wheel drive chip truck. The equipment being offered by the vendor shall be the most recent model available. Any optional components, which are required in accordance with the contract specifications, shall be considered standard equipment for the purposes of this solicitation. Omission of any essential detail from these specifications does not relieve the awarded vendor from furnishing a complete unit. The engineering, materials and workmanship associated with the effort performed hereunder shall exhibit a high level of quality and appearance consistent with or exceeding industry standards.

The Chip Truck shall be utilized mainly for managing the City's tree population. It is the intent of this solicitation to cover the furnishing, delivery, training and warranty of a Chip Truck equipped as herein specified.

Vendor shall supply the City with comprehensive repair and parts manuals, which identify the component parts and which describe the appropriate process for repairing the equipment purchased by the City in conjunction with this solicitation. The manuals shall be supplied prior to, or upon, delivery of the equipment.

### **CONTRACT INFORMATION**

All proposers are held to proposal prices for ninety (90) days or award, whichever comes first, except for the successful proposer whose prices are to remain firm for the term of the contract. The City of Rochester Hills desires for vehicles to be delivered F.O.B. destination, freight pre-paid, Rochester Hills Department of Public Services Maintenance Facility, 511 East Auburn Road, Rochester Hills, Michigan, 48309 as specified with regards to the delivery date identified by the provider in their proposal. All proposal prices shall be F.O.B



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destination, freight pre-paid and acceptance basis at the above identified locations on the specified delivery date, as provide in the proposal. Payment shall be made upon inspection and acceptance of the vehicle(s) and equipment specified under these specifications.

### **VEHICLE INSPECTION**

Each vehicle delivered shall be subject to a complete inspection by the City' Fleet Division, or designated representatives prior to acceptance. Inspection criteria shall include, but not be limited to, conformity to the specifications, mechanical integrity, quality, workmanship and materials. If delivered vehicle is returned to the Contractor prior to acceptance for any reason, all corrections shall be made without any inconvenience to the City.

### **TESTING AND PRODUCT DEMONSTRATION**

This information is only provided to assist vendors in understanding the nature, scope and procedures of testing, if required by the City.

The City Forestry personnel and fleet technicians may test/review the proposed equipment to determine:

- Functionality and component integration
- Ease of Repair
- Accessibility of key components
- Type of components used
- Quality of build
- Quality of components used
- Compatibility with existing tooling and equipment

Proposers must carry adequate insurance (as required herein) to cover any damage to the unit, which may occur prior to delivery and acceptance of the vehicles by the City.

All proposers shall consent to submission to the jurisdiction of the State of Michigan courts for purpose of any litigation arising from the specifications and contract documents, including but not limited to claims for property damage, warranty and breach of contract. The specifications, proposals and contract documents shall be construed under Michigan laws.

### **TITLE**

The awarded vendor must deliver with the vehicle to the City, the Title stating "The City of Rochester Hills". A Certificate of Origin is not acceptable. No payment will be made to the awarded vendor until the title has been issued.

### **PRICES AND PAYMENTS**

All proposal prices shall be on a F.O.B. destination, freight pre-paid and acceptance basis at the identified address above. These prices shall be complete and include warranty. Payment shall be made net 30 days from date of invoice and acceptance of the vehicle, equipment and specifications identified in this document. All such payments shall be subject to any deductions or reservation, which may be made in accordance with the terms of this contract.

Payment shall be made from supplier's invoice submitted to cover items received and accepted by the City designated representative. Invoices must contain the purchase order number under which the contract is



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awarded.

All quantities stated, unless indicated otherwise, are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

Vendors are cautioned that any unit delivered to the F.O.B. point, which do not meet the specifications in every aspect, will not be accepted.

Partial payments are not authorized on purchase orders issued for this procurement.

### **COMPLIANCE/RESPONSE WITH GENERAL REQUIREMENTS**

This section provides specific general requirements necessary to assist interested proposers in understanding the scope of the project and thus provide a thorough response to this document. Proposers must show in detail their ability to provide equipment which meets and/or exceeds the listed criteria. All specifications and requirements listed must be furnished at the time of delivery by the successful proposer.

### **ALTERNATIVES TO SPECIFICATIONS**

All proposers will provide on a separate page titled "ALTERNATIVES TO SPECIFICATIONS" any exceptions to specifications they propose for the City's approval. These alternatives will be clearly worded and supported by sufficient literature, engineering data, photos and other reference information as required for the City's full review of alternative requested. All alternatives will identify the paragraph and page number of these specifications that these said alternatives pertains.

Alternatives to the specifications will be allowed if they are equal to or superior to that specified and provided they are listed and fully explained on a separate page entitled "ALTERNATIVES TO SPECIFICATIONS". Alternatives list will refer to specification page number and paragraph. Proposals taking exception will be reviewed and evaluated based on the best interest of the city. Failure to list any alternative means the proposer is complying 100% to the specifications.

### **VENDOR QUALIFICATIONS**

All firms interested in participating in the selection process must meet, or exceed when applicable, the following requirements and provide verification and/or validity of compliance in the proposal response. The City reserves the right to require any verification deemed appropriate to ensure the proposer's qualifications to deliver the required forestry chip truck, as described herein.

1. Proposals will only be considered from companies, which have an established reputation in the field of producing four wheel drive forestry chip trucks and have been in business for a minimum of ten (10) years.  
Does your proposal comply                      Yes\_\_\_\_ No \_\_\_\_
2. Firm(s) must have supplied products for governmental City, or commercial customers of similar size and complexity as described herein.  
Does your proposal comply                      Yes\_\_\_\_ No \_\_\_\_



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- 3. Firm(s) must be able to supply a minimum of five (5) references capable of verifying past/present exemplary levels of workmanship.  
Does your proposal comply            Yes\_\_\_\_ No \_\_\_\_
- 4. Firm(s) must be the vendor or manufacturer of the proposed vehicles and have the capability of providing warranty service for the proposed vehicles.  
Does your proposal comply            Yes\_\_\_\_ No \_\_\_\_
- 5. Firm(s) must have the ability to provide warranty on all components for the truck proposed and warranty plans commensurate with the manufacturer’s specifications.  
Does your proposal comply            Yes\_\_\_\_ No \_\_\_\_
- 6. Firm(s) must be able to provide service, parts and electrical manuals for all models procured.  
Does your proposal comply            Yes\_\_\_\_ No \_\_\_\_
- 7. Firm(s) must, to protect the City in the event of litigation which might arise from an equipment failure induced incident, supply with their proposal proof that the manufacturer of the proposed vehicle(s) has valid product liability insurance coverage with a minimum limit of \$1,000,000.  
Does your proposal comply            Yes\_\_\_\_ No \_\_\_\_

**Product Requirements**

**VENDOR SHALL COMPLETE EVERY SPACE IN SECTION 2: PROPOSAL** (right hand column) with an "X" to indicate the specification is being EXACTLY met, or, with a description of ANY DEVIATION from the specification. **FAILURE TO COMPLETE EVERY SPACE ON THIS FORM MAY DISQUALIFY PROPOSAL!**

SECTION 1:  
SPECIFICATIONS:

SECTION 2:  
BIDDERS PROPOSAL:

=====

**GENERAL SPECIFICATIONS:**

- A. This specification covers the furnishing, delivering and demonstration of ONE, new, current model, four wheel drive forestry chip truck equipped with a chip body, lift gate and other equipment designed for the purpose of containing, transporting and dumping wood chips and similar material. \_\_\_\_\_
- B. Vehicle shall be delivered with all specified equipment installed new and fully functional. \_\_\_\_\_
- C. Provide the following information on the unit being proposed :
  - 1. Year of truck. \_\_\_\_\_
  - 2. Manufacturer of truck. \_\_\_\_\_
  - 3. Model of truck. \_\_\_\_\_
  - 4. Manufacturer and model of engine. \_\_\_\_\_



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- 5. Manufacturer of chip body. \_\_\_\_\_
- 6. Model of chip body. \_\_\_\_\_
- 7. Manufacturer of lift gate. \_\_\_\_\_
- 8. Model of lift gate. \_\_\_\_\_
- D. Bidder shall submit the latest printed specifications and advertising literature on the truck cab and chassis, forestry body and lift gate with their proposal. \_\_\_\_\_
- E. Bidder shall submit with this bid written terms and conditions of all standard **and any available optional extended** warranty coverage. \_\_\_\_\_
- F. At time of delivery, vehicle shall conform to all applicable U.S. Department of Transportation and O.S.H.A. regulations. \_\_\_\_\_
- G. Truck cab and forestry body shall be bright white in color. Lift gate should be black. \_\_\_\_\_
- H. Interior color should be gray. \_\_\_\_\_
- I. Freight of unit, and all associated items (spare tires, manuals, etc.) shall be F.O.B.: \_\_\_\_\_

City of Rochester Hills  
Fleet Services Garage  
511 E. Auburn Rd.  
Rochester Hills, MI. 48307

- J. **Pre-build meeting.** After delivery of chassis/cab to body vendor and during various stages of assembly, bidder agrees to allow the City's Fleet Manager and forestry personnel to consult with bidder's shop supervisor or equivalent regarding exact placement of various components such as controls, switches, lighting, liftgate controls, etc.. \_\_\_\_\_
- K. Positioning of all controls, switches, lights and accessories shall be determined by the City's Fleet Manager and or Forestry personnel during production. \_\_\_\_\_
- L. All switches, controls and indicator lights shall be permanently and clearly labeled with proper function. \_\_\_\_\_
- M. The city will provide photographs on request of specific components and systems on the forestry truck currently in service to assist the successful vendor in the proper fabrication, placement and installation of said items. \_\_\_\_\_

**CAB AND CHASSIS:**

- A. Should be a Ford F450 4X4 super cab (extended cab) chassis cab or approved alternate. \_\_\_\_\_
- B. Cab to axle dimension (CA) should be 84". \_\_\_\_\_
- C. Weight Ratings, Suspension and Axles. \_\_\_\_\_
  - 1. 16,000# gross vehicle weight rating (GVWR). \_\_\_\_\_
  - 2. 26,000# gross combined weight rating (GCWR). \_\_\_\_\_
  - 3. Shock absorbers, heavy duty double acting @ all wheel ends. \_\_\_\_\_
  - 4. Rear suspension should be equipped with auxiliary overload springs. \_\_\_\_\_
- D. All vehicle components such as springs, brakes, axles etc. shall meet or exceed requirements of gross vehicle weight rating. \_\_\_\_\_





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E. Engine.

1. Engine should be of sufficient horsepower and torque to safely and efficiently propel the truck when the chip box is loaded to capacity and the truck is towing an 8,000# wood chipper. State make, model, horsepower and torque of engine: \_\_\_\_\_

2. Radiator shall be maximum available cooling capacity. \_\_\_\_\_

3. -30°F. Minimum **extended life** antifreeze protection. \_\_\_\_\_

4. Air filter restriction indicator. \_\_\_\_\_

F. Transmission and Driveline.

1. Automatic transmission. State make and model: \_\_\_\_\_

2. 4 wheel drive transfer case with selectable low range. Manual lever shift type preferred. \_\_\_\_\_

3. Manual 4WD locking front hubs may be unacceptable. \_\_\_\_\_

4. 12 volt "smart" back up alarm, Ecco model SA 901, or approved equal. \_\_\_\_\_

G. Wheels and Tires.

1. Dual rear wheels. \_\_\_\_\_

2. Wheels shall be steel disc. \_\_\_\_\_

3. All tires shall be tubeless, radial ply, should be identical off road or mud and snow tread rated to carry a fully loaded chip box and support the tongue weight of an 8,000# wood chipper. \_\_\_\_\_

H. Steering

1. Shall be hydraulic power assist. \_\_\_\_\_

2. Steering column should be tilt adjustable from driver's position. \_\_\_\_\_

3. All linkage components should have grease fittings. \_\_\_\_\_

I. Exhaust System.

1. Horizontal exhaust should terminate in front of rear wheels, exhaust gas directed to side of vehicle. \_\_\_\_\_

2. All exhaust components should be of stainless steel construction. \_\_\_\_\_

J. Fuel system.

1. Minimum fuel capacity of 40 gallons. \_\_\_\_\_

2. Electric fuel gauge, instrument panel mounted. \_\_\_\_\_

K. Electrical System.

1. 12 volt negative ground system. \_\_\_\_\_

2. Minimum 100 amp alternator (state output amperage). \_\_\_\_\_

3. Seven pin trailer plug permanently mounted near hitch plate. Plug type and wiring configuration will be provided after award. \_\_\_\_\_

4. Weatherproof junction box mounted at rear of truck in an accessible protected location shall be utilized as a connection point for all non-factory rear lighting and electrical components. \_\_\_\_\_

5. All electrical connections except those inside the cab shall be weather pack type and meet N.E.M.A -4 specifications. All non-factory connections shall maintain the same wire color on both sides of the connection. \_\_\_\_\_

6. All wires shall be protected from abrasion by a protective loom or cable. All wiring passing through steel shall be protected by a grommet. Wires routed \_\_\_\_\_



to cab shield area (LED lights, tarp motor) shall be enclosed in rigid conduit.

- 7. Mounting location of all electrical components such as solenoids, relays, junction boxes, wiring connectors, plugs, controls, lighting components, actuators etc. shall minimize exposure to snow & ice control chemicals and road spray.

L. Lighting.

- 1. All chip body stop/turn/tail lights, reverse lights, marker lights, and amber warning lighting shall be LED (light emitting diode) type. All body lighting should be rubber grommet mount with sealed polycarbonate housings and weatherproof plugs. Amber warning lights should be linear style super LED type manufactured by SoundOff Signal or Whelen Engineering.
- 2. Soundoff Signal model# EL3MBP+AC amber mini light bar shall be mounted top center of truck cab roof.
- 3. 2 LED flashing amber warning lights with rubber grommet mounts shall be mounted (1each side) in the rear corner post as close to 60" from the ground as practical facing to the right and left sides of the body. 2 flashing amber warning lights with rubber grommet mounts shall be mounted (1each side) as such to be visible from directly behind the truck with the trailer mounted chipper attached.
- 4. All amber warning lights should be controlled by one single switch.
- 5. Lights should not protrude beyond side of vehicle.
- 6. The City's Fleet Manager and forestry personnel will determine the **EXACT location** of all lighting during production.

M. Cab/Hood.

- 1. Left and right door mount extendable rear view mirrors. Mirrors should be heated.
- 2. Intermittent, electric windshield wipers with electrically operated washers.
- 3. Heavy duty cloth bench seat.
- 4. A removable screen shall be fitted to the HVAC intake plenum area to prevent wood chips and other debris from entering and restricting air intake area. Screen shall be easily removed/cleaned in the field with a minimum of tools and effort.
- 5. Mud flaps measuring not less than 12 inches wide and 18 inches tall located behind front tires. **No advertising on any mud flap!**
- 6. High output heater/defroster with cabin air filter.
- 7. Factory installed in-dash air conditioning.
- 8. Factory installed Am/Fm radio.
- 9. All cab glass should be tinted.
- 10. Dash mounted hour meter shall accrue hours only when engine is running. Should not accrue time with ignition on, engine off.
- 11. Four (4) full sets of vehicle keys.
- 12. Instrument panel shall include analog style speedometer, tachometer, engine coolant temperature, engine oil pressure, fuel level & voltmeter.
- 13. Dash mounted 12 volt hour meter.
- 14. Dash mounted 12 volt accessory power plug.



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**CHIP BODY, TOOL BOXES AND LIFTGATE:**

- A. Chip Body.
  - 1. 10 yards useable capacity. \_\_\_\_\_
  - 2. Approximately 11' in length by 92" wide, maximum overall height 9'11". \_\_\_\_\_
  - 3. Roof should be one piece galvaneal steel and should stop 24" short of the rear of the body. \_\_\_\_\_
  - 4. Front of body shall be configured to permit installation of a cross body style tool box mounted between chip body and truck cab \_\_\_\_\_
  - 5. Mud flaps in front of and behind rear axle tires. **NO ADVERTISING ON ANY MUD FLAP!** \_\_\_\_\_
  - 6. OSHA approved body access ladder and grab handles, located near right front corner of body. (exact location of steps and grab handles shall be determined during production) \_\_\_\_\_
- B. Body Hoist.
  - 1. Hoist should be a NTEA class D 14.5 ton low profile scissor type. \_\_\_\_\_
  - 2. cylinder(s) should be double acting (power down). \_\_\_\_\_
  - 3. Electro-hydraulic power unit, switch activated (location of switch(es) shall be determined during production). \_\_\_\_\_
  - 4. All bushings and pins on body should be replaceable. \_\_\_\_\_
  - 5. Hoist cylinder(s) should be rebuildable. \_\_\_\_\_
  - 6. OSHA approved body props and warning labels. \_\_\_\_\_
- C. Tool Boxes.
  - 1. Tool boxes shall be heavy duty units and should be constructed by the chip body manufacturer to properly fit the proposed chip body and truck chassis. \_\_\_\_\_
  - 2. An L box approximately 93" wide by 51" high by 48" long shall be located between the cab and the chip body. \_\_\_\_\_
  - 3. L box doors should be of double panel design with heavy duty hinge(s). \_\_\_\_\_
  - 4. L box should provide 4 swivel rope hooks curbside, and one full width shelf. \_\_\_\_\_
  - 5. Street side underbody box should be approximately 22" high, 24" long, 18" deep. \_\_\_\_\_
  - 6. Curbside underbody box should be approximately 22" high, 24" long, 18" deep. \_\_\_\_\_
  - 7. Tool boxes should have paddle type handle lock system. \_\_\_\_\_
  - 8. All tool boxes shall be keyed alike. A minimum of 6 keys shall be provided. \_\_\_\_\_
  - 9. All tool box doors shall have heavy duty chains or props to hold doors in the open position. \_\_\_\_\_
- D. Liftgate.
  - 1. Should be a Tommy Gate model G2-92-1650 TP35, or approved equal. State make and model: \_\_\_\_\_
  - 2. 1,600# load capacity. \_\_\_\_\_
  - 3. Platform should act as a rear door to contain chips in the body when in the raised position, and should not interfere with the hitch plate, pintle hitch, chipper tongue or any other truck or trailer related component. \_\_\_\_\_
  - 4. Platform top edge shall be rounded, not ramp style. \_\_\_\_\_



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- 5. Audible safety alarm shall sound whenever the liftgate is operated. \_\_\_\_\_
- 6. Controls shall be in standard mounting position, with a master switch in cab. \_\_\_\_\_
- 7. Lift gate finish shall be powder coat black. \_\_\_\_\_
- 8. Rubber flaps should prohibit chips and other debris from entering and interfering with liftgate mechanical components. \_\_\_\_\_

**PAINT & PREPARATION:**

- A. All steel being painted shall be etched for maximum paint adhesion. Any surface rust shall be sandblasted before etching and prime coats are applied. \_\_\_\_\_
- B. Chip body and tool boxes should be painted with polyurethane paint to **match** the Truck cab. \_\_\_\_\_
- C. Primer should be epoxy, compatible with polyurethane paint. \_\_\_\_\_
- D. Truck frame, underside of chip body shall be completely covered with rubberized undercoating black in color. \_\_\_\_\_
- E. The interior of the chip body should be completely coated with coal tar epoxy. \_\_\_\_\_

**ADDITIONAL EQUIPMENT:**

- A. Trailer Hitch and Hitch Plate.
  - 1. Buyers BH82516 (or approved equal) forged alloy steel combination pintle hook and 2-5/16" ball hitch with 16,000# maximum gross trailer weight capacity bolted to hitch plate. Top of ball shall be 23" above road surface. \_\_\_\_\_
  - 2. Tekonsha Voyager XP electric brake controller. In cab mounting position TBD during production. \_\_\_\_\_
  - 3. Two front tow hooks, two rear tow hooks. \_\_\_\_\_
  - 4. Spare tire and rim, assembled, identical to those on the truck. \_\_\_\_\_
- B. Manuals **ONE SET** – (web based or CD). If CD is unavailable, books will be acceptable **(please indicate manual format)**.
  - 1. Cab and chassis owners/operators manual. \_\_\_\_\_
  - 2. Cab and chassis line (build) sheet. \_\_\_\_\_
  - 3. Body and liftgate safety manuals. \_\_\_\_\_
  - 4. Chip body & hoist parts/service manual. \_\_\_\_\_
  - 5. Liftgate parts/service manual. \_\_\_\_\_

**SPECIAL REQUIREMENTS:**

- A. All filters and accessory drive belts shall not be painted, so that replacement numbers can be ascertained. \_\_\_\_\_
- B. **NO ADVERTISING MUD FLAPS OR DECALS PERMITTED ANYWHERE ON THE VEHICLE!!!!!!** \_\_\_\_\_
- C. **NO SCOTCH LOCK TYPE WIRE CONNECTORS OR TAPE SPLICES SHALL BE USED ANYWHERE ON THE VEHICLE OR ANY OF ITS ACCESSORIES!** \_\_\_\_\_

**WARRANTIES:**

- A. Vehicle and all components shall have as a minimum, one year warranty on \_\_\_\_\_



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- parts and labor. \_\_\_\_\_
- B. Engine should have an 8 year, 100,000 mile factory warranty. \_\_\_\_\_
- C. Transmission should have a 5 year, 50,000 mile full coverage factory warranty. \_\_\_\_\_
- D. Include all warranty coverage outlines with bid proposal. \_\_\_\_\_
- E. All warranties shall have 0\$ deductible. \_\_\_\_\_
- F. Due to the severe strain on Forestry operations caused by equipment downtime, In the eventuality of warranty work to be performed, it is required that the successful bidder perform the work by a factory trained technician within 48 hours of notification. \_\_\_\_\_
- G. Warranty repairs, service, and parts supplier shall be located in the metropolitan Detroit area. (Provide facility address). \_\_\_\_\_

**OPTIONAL EXTENDED WARRANTIES**

Proposer shall submit with this proposal written terms and conditions of all standard and any available optional extended warranty coverage and available service contracts as an option for City to purchase.

**SELECTION PROCESS**

The final selection process will be determined by the responses to this document and any required interviews or demonstrations. Final award may be made to the proposer deemed most advantageous to the City. A selection committee comprised of members of the Department of Public Services and Department of Parks and Forestry will evaluate each firm’s responses as determined by meeting and/or exceeding the following criteria:

1. Proposal Completeness. Meeting all Request for Proposal conditions, requirements and miscellaneous instructions as outlined herein; clarity, completeness and comprehensiveness of the proposal.
2. Functionality of Vehicle. Ability to provide high quality workmanship meeting the scope of work and mandatory requirements as outlined. General system functions, ease of use, durability, warranty and equipment meeting industry-standards.
3. Comparable Projects/References. Ability to provide a high quality product and exemplary service levels will be determined by:
  - a. References verification
4. Experience/Qualifications. Demonstration of competence, experience, capacity and financial capability to carry out the terms of this contract. Company shall have personnel who have experience with similar projects as described herein. Experience of the manufacturer and contractor will be considered, as well as technical training and education of staff assigned to this project.
  - a. Experience in providing proposed vehicles similar to those described in this document for other governmental entities.
  - b. Meeting or exceeding all vendor qualification requirements.
  - c. Size of firm, ability to provide all required services, use of subcontractors, warranties and parts availability.
  - d. Description of training to be provided.
  - e. Ability to timely deliver. Provide timeline with number of days to delivery date.



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5. Warranty and Maintenance Services. Warranty period proposed. Include a copy of all Warranty Agreements. Provide information on support for warranted items including contact names and numbers, loaner options, parts availability and timeframe for repairs.
6. Cost Proposal.

The selection committee will select the proposals, which appear most beneficial to the City. These proposers may be asked to provide a marketing presentation which could include an interview and demonstration of the vehicle to the committee during the evaluation period. Vehicle demonstrated must be an offering that is closely related to the vehicle specified within this proposal. Department of Public Services and Department of Parks and Forestry staff may wish to visit the manufacturer's plant in an effort to reach a decision relative to the selection of the vendor.

### **GENERAL TERMS AND CONDITIONS**

All proposals will be evaluated and ranked. The City reserves the right to reject any and all proposals or to make an award based directly on the proposals. The City reserves the right to negotiate separately with any proposer when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counter-offer on the part of the City. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City.

The City reserves the right to interview and request demonstrations of product from any number of qualifying providers as part of the evaluation process. The decision of which provider to contact (if any) will be based on the most qualified, cost effective and experienced provider(s) determined in the evaluation process. The City reserves the right to select, and subsequently recommend for award, the proposed products/services which best meets its required needs, quality levels and budget constraints.

The City is not required to award and/or to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the product/services, of which product design, ease of use, operability, references, or warranty/maintenance, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

All proposers names shall be read at the date and time specified. All proposals shall be in accordance with the City of Rochester Hills Purchasing Ordinance and the requirements of this notice in order to be deemed "responsive."

The City is not liable for any costs incurred by any prospective proposer prior to the awarding of a contract.

No proposal will be accepted from any person, firm or corporation who is in arrears upon any obligation to the City of Rochester Hills or who otherwise may be deemed irresponsible or unreliable by the City of Rochester Hills.

No proposal will be allowed to be withdrawn after it has been deposited with the City of Rochester Hills, except as provided by law. All proposers are held to prices proposed for 180 days or award, whichever comes first, except the successful proposer whose prices shall remain firm through contract expiration.



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Any deviation from the scope of work must be noted in the proposal.

The Request for Proposal document together with its addenda, amendments, attachments and modifications, when executed, becomes the contract or part of the contract between the parties.

Any proposal submitted which requires a down payment or prepayment of any kind prior to work completion and full acceptance as being in conformance with specifications will not be considered for award.

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Rochester Hills unless requested otherwise at the time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan FOIA. The City cannot promise, warrant or guarantee confidentiality nor that the information presented will be exempt from disclosure under the FOIA. The City may honor requests for confidentiality only to the extent that FOIA permits.

The City of Rochester Hills reserves the right to split or abstract any or all proposals and award multiple contracts from the same quotation, based on price, availability and service when in its judgment it best serves the City of Rochester Hills.

The City reserves the right to waive any informality in the proposals received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

Any deviation from the specifications must be noted in the proposal.

Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The communities will furnish the successful proposer with tax exemption certificates when requested.

All correspondence or inquires from interested firms regarding this proposal shall be directed to the attention of: Lisa Cummins, CPPB, Senior Purchasing Analyst, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, Michigan, 48309, 248-841-2537, [cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org).

Only those persons designated above are authorized to seek additional information from prospective firms regarding their proposals. Correspondence or inquiries made directly to firms regarding their proposals from all other persons are to be directed to the City employee designated above for appropriate review and response.

Contracts for work under this proposal will obligate the firm to not discriminate on the grounds of race, color, creed, religion or national origin in their employment practices.

The City shall reserve the right to terminate the contract without penalty upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest. A designated representative of the City will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City's best interest and will be final. The City reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract, or do whatever is deemed to be in its best interest.



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If the awarded Contractor should neglect to perform the work properly or fail to perform any provision of this contract, the City, ten (10) days after providing written notice to the Contractor may without prejudice to any other remedy, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor plus twenty (20%) percent for failure to perform.

No contract may be assigned, sublet or transferred without the written consent of the city(s). Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City for such acts or omissions.

It shall be the proposers' responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all proposers shall be bound by such changes or addenda.

During the time that the Request for Proposals is considered to be under evaluation, the Purchasing Division and City's staff are restricted from giving any information relative to the proposals or the "progress" of the evaluation, except as described in this Request for Proposals and as required to administer the evaluation process. Award will be posted on the MITN website.

As this Request for Proposals is being made available by electronic means, the proposer accepts full responsibility to insure that no changes are made to the Request for Proposals documents. In the event of conflict between a version of the Request for Proposals submitted by proposer and the version maintained by the City of Rochester Hills Purchasing Division, the version maintained by the City of Rochester Hills Purchasing Division shall govern.

The City's acceptance of a proposal/bid and approval of the award of a contract shall not constitute a formed contract and the acceptance of a proposal/bid and award of a contract shall be contingent and conditioned upon the parties' entry into and execution of a written agreement acceptable to the City.

#### **Ineligibility of Iran Linked Business**

Under 2012 PA517, an Iran linked business, as defined therein, is not eligible to contract with City and shall not submit a proposal.

#### **Insurance Requirements:**

The proposer shall not commence work until he has obtained and delivered to the City of Rochester Hills the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the City and licensed and admitted to do business in the State of Michigan. The City of Rochester Hills shall be named as certificate holder.

1. **Commercial General Liability Insurance:** The Vendor shall procure and maintain during the life of the blanket purchase order, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and





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Underground (XCU) Exclusions, if applicable.

2. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
3. **Umbrella Liability Insurance:** The Vendor shall procure and maintain during the life of this contract Umbrella Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.
4. **Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers' liability coverage, in accordance with all applicable statutes of the State of Michigan.
5. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating: *"It is understood and agreed that the following shall be Additional Insureds: the City of Rochester Hills (the City of Rochester, the Huron Clinton Metropolitan Authority), all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess."*
6. **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left."

### **Hold Harmless**

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills, against any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.



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**VENDOR QUESTIONNAIRE**

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Firm Established: \_\_\_\_\_ Years in Business: \_\_\_\_\_

Type of Organization:

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other

Describe the chip trucks physical attributes:

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Describe the construction materials comprising the body and liftgate. Detail the quality of materials, exterior finish, and its resistance to corrosion from snow and ice control chemicals applied to the roads:

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Provide warranty documentation for vehicle. Detail any extended warranty programs available for the truck and equipment. If warranty agreements are required, please submit with proposal, subject to negotiation by City:

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Describe the type of training, educational services, and technical support provided with purchase. Discuss qualifications of individuals that provide training:

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Describe any special programs that your company offers that will improve the City's access to products and ability to stay current with changes and improvements:

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What manufacturers do you represent? State number of years you have been authorized to sell the manufacturer's product.

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Explain why this manufacturer's product will best meet the City's needs:

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Are you certified to repair the manufacturer's product as proposed? How long have you been certified to do



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this?

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If you are not certified to provide repair work, who provides the repair work? Provide name and address:

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Does the chip truck proposed conform to all applicable Federal and State motor vehicle safety standards?

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What is the availability of parts? Explain the process and length of time required to obtain replacement parts?

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Please provide a list of five (5) client references. Include name, address, phone number, contact person (include governmental clients).

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**COST PROPOSAL**

Description	QTY	Total Truck Cost
Four Wheel Drive Chip Truck	1	\$

State payment terms of proposal, including prompt payment discount or late payment penalty (if any).	
State approximate days to deliver ARO.	

Payment Options:	Does your company accept MasterCard for payment? If yes, please state payment terms including prompt payment discount and/or fees (if any). _____ _____	Yes/No
Payment Method:	Please select company's desired payment method: ___ Check – minimally 60 days from receipt of order ___ ACH – 45 days from receipt of invoice ___ Credit Card – 20 days from receipt of invoice	

Exceptions (attach additional sheets if needed)	Please note any exceptions: _____ _____ _____ _____ _____ _____ _____ _____
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The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide **ONE (1) Four Wheel Drive Forestry Chip Truck** as described herein for the price set forth in this proposal. Any changes to the specifications will be presented in writing and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

The undersigned further declares that the language contained in the City's Request for Proposals document has not been changed or altered in any way in the vendor's submitted proposal, inclusive of the Bidder's Proposal, Pricing Forms and Signature Page. Any alteration(s) of any kind are grounds for disqualification.



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The bidder affirms that he/she is duly authorized to execute this bid, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the bidder has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

The submission of a bid hereunder shall be considered evidence that the bidder is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

It is understood that all proposed prices shall remain in effect for at least one hundred and eighty (180) days from the date of the proposal due date to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice.

This proposal is genuine and not collusive or sham and that the proposer has not in any manner, directly or indirectly, agreed or colluded with any other firm or association to submit a sham proposal or to refrain from proposing or in any way fix this proposal or that of any other proposer or to secure any advantage against the City of Rochester Hills.

**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City      State      Zip
_____ Telephone #	_____ Fax #
_____ Email Address	
_____ Federal Tax ID #	<u>CHECK ONE</u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____