

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: February 7, 2018
TO: Board of Directors
FROM: Caine Camarillo, Supervising Ranger
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Request for Bids – Compact Tractor/Loader

RECOMMENDED ACTION

Staff respectfully recommends that the Board of Directors approve the request for bid package for a Compact Tractor/Loader and authorize staff to solicit bids from vendors for this item as presented herein.

FISCAL IMPACT:

Funds are allocated in the approved FY2017-2018 Budget

FUNDING SOURCE:

Assessment District Account Code #6960 – Equipment/Capital Outlay

DISCUSSION:

The approved FY2017-2018 Budget includes \$35,000 for a new compact tractor/loader; This machine will allow staff to complete specialized park maintenance and trail reconstruction projects in-house at the new Rancho Canada unit of Palo Corona Regional Park. When staff determines that the older Tractor/Loader is no longer needed, staff will return to the Board for permission to offer the equipment at auction. Staff has prepared a Request for Bid package for the machine (**ATTACHMENT 1**) which includes the following components: Invite to submit bid cover letter from the General Manager, information to bidders, machine specifications, bid form, list of local request for bid recipients (vendor list), and legal notice of request for bids; Staff has decided to purchase outright, as opposed to financing.

A suggested schedule leading to the Board of Directors Award of Bid is as follows:

February 8, 2018	Mail out request for bids
February 12, 2018	Publish Notice for request of bids in local newspaper
February 27, 2018	2:00p.m. Deadline for receipt of bids
March 14, 2018	Board of Directors Award of bid

Attachment 1: Request for Bid Package – Compact Tractor/Loader



MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 GARDEN COURT, SUITE 325
MONTEREY, CALIFORNIA 93940-5341

REQUEST FOR BIDS

Compact Tractor/Loader

Bid Package

Bid Package Contents:

- 1. Cover Sheet (1 page)**
- 2. Cover Letter (1 page)**
- 3. Information to Bidders (2 pages)**
- 4. Specifications (2 pages)**
- 5. Bid Form (1 page)**

Set # _____

February 8, 2018

Greetings,

The Monterey Peninsula Regional Park District (District) invites you to submit a bid for the following equipment:

- Compact Tractor/Loader

Specifications are contained in the enclosed material and any deviations from the specifications should be clearly entered on the bid form. Submit your bid on the enclosed bid form to the Monterey Peninsula Regional Park District: 60 Garden Court #325, Monterey, California 93940 **no later than 2:00 PM PST, February 27, 2018**. At that time bids will be publicly opened and read at the offices. Envelopes should be marked "Tractor Bid".

Bidders are required to state the maximum time necessary to deliver the equipment to the District on the bid form. If the equipment is not delivered within the time stated on the bid form, the District may terminate the purchase of the equipment by giving written notice. The bidder will not be responsible for any time delays caused by circumstances, which are reasonably beyond the bidder's control. Complete instructions and conditions are contained in the enclosed "Information to Bidders" packet. Bids that do not contain a total cost for the Compact Tractor/Loader will not be considered.

The equipment will be delivered to the District completely assembled, prepared and ready to operate with all equipment cataloged as standard by the manufacturer and included in the total bid price. The MPRPD is exempt from DMV fees, but local 8.75% sales tax is applicable.

If you have any questions regarding the request for bids, please contact Caine Camarillo, Supervising Ranger at 831-659-4488 x202.

Sincerely,

Rafael Payan
General Manager

Attachments

INFORMATION TO BIDDERS
Compact Tractor/Loader
Request for Bids

Delivery of Bids

Bids shall be delivered or mailed in an envelope marked "TRACTOR BID" and arrive on or before 2:00 PM PST– February 27, 2018. Mail or deliver bids to: Monterey Peninsula Regional Park District, 60 Garden Court – Suite 325, Monterey, CA 93940, Attn: Kelly McCullough. All bids shall be submitted on the attached Compact Tractor/Loader Bid Form and shall be signed with the firm name and by a responsible officer or employee.

Interpretation of Documents

If you are in doubt as to the true meaning of any part of this request for bids, or find discrepancies in, or omissions from the specifications, you may submit a written request to the Monterey Peninsula Regional Park District (District) for an interpretation or correction thereof. Any interpretation or correction of the Compact Tractor/Loader Bid Package (bid package) will be made only by an addendum issued by the District, and a copy of the addendum will be mailed to each person who received a numbered bid package. Any addenda or bulletins issued during the time of request for bids shall be made part of the contract.

Withdrawal of Bids

Any bidder may withdraw their bid by written request at any time prior to February 27, 2018. All bids shall be valid and remain in effect for a period of ninety (90) days.

Bid Preparation

Bids should be prepared simply, using a straightforward and concise description. Photos, brochures and other material supplied by the dealer may be submitted.

Deviations

Any deviations from the District's bid package specifications shall be clearly set forth by the bidder, and any deviations, which in the opinion of the District Board, do not meet the standards of these specifications will not be allowed or accepted. The District reserves the right to waive irregularities or informalities in any bids or in the bidding, and the right to waive any minor deviations from the specifications.

Evaluation Process

The District will evaluate the bids based on several factors, including but not limited to: responsiveness to bid package specifications, testing of proposed equipment, available repair & service and total cost. The District will perform whatever research it deems necessary into the bidder's history, financial viability, and references. The District expects assistance and cooperation, if requested, from the bidder to arrange inspection, testing demonstration, and operation of a vehicle having similar specifications to that described in the bid package. The District reserves the right to reject any or all bids and may accept the bid that is in the best interest of the District.

Delivery Date

The successful bidder shall guarantee delivery of the equipment within the number of calendar days indicated on the bid form. The actual delivery date will be determined by the District at the time the purchase order is prepared. Inability to deliver on the date specified may be grounds for cancellation of the purchase order at the sole discretion of the District.

Applicable Regulations

Bidders must comply with all applicable laws, regulations and requirements of governmental agencies pertaining to use. The Monterey Peninsula Regional Park District is a local government agency exempt from vehicle license fees. An exempt license plate will be issued by the California Department of Motor Vehicles (DMV), and the bidder agrees to apply to DMV for the license on behalf of the District.

Proposed Schedule

February 8, 2018	Mail out request for bids
February 27, 2018	2:00p.m. Deadline for receipt of bids
March 14, 2018	Board of Directors accept bid

**SPECIFICATIONS
COMPACT TRACTOR/LOADER**

Engine and Transmission	
Fuel	Diesel
Horsepower	Minimum 30
PTO Horsepower	Minimum 25
Emissions Standards	Tier IV
Transmission type	Hydrostatic
Transmission Ranges	Hi, Med, Low
Rear Differential	Locking
Drivetrain	
Drive Wheels	4WD
Steering	Hydrostatic Power Steering
Dimensions	
Length	Maximum 120 in.
Height (with ROPS)	Maximum 93 in.
Width	Maximum 56 in.
Weight	Maximum 2,800 lbs.
Turning Radius	Maximum 8 ft.
Wheelbase	Maximum 65 in.
Ground Clearance	Minimum 12 in.
PTO	
Type	Independent Rear
RPM	Minimum 500
Hydraulics	
Type	Open Center
Pump	Dual Pump
3-Point Hitch	Category I (3-Level)
Lift Capacity (at lift point)	Minimum 2000 lbs.
Attachments	
Loader Bucket	
Bucket Size	Minimum 54 in.
Bucket Attachment Type	Quick attach/release
Capacity	Minimum 6 c.f. (8 c.f. heaped)
Box Scraper	
Box Size	Minimum 54 in.
Box Type	Quick attach, 3-Way: Top, Tilt & Hydraulic Shanks
Backhoe	
Attachment Type	Quick attach/release
Bucket Size	12 in.

**SPECIFICATIONS
COMPACT TRACTOR/LOADER**

Safety Equipment	
ROPS	Foldable ROPS
Seatbelt	Retractable
Signal Lights	Turn Signals & Hazard Lights
General	
Fuel Tank Capacity	Minimum 7 gal.
Tires, Front & Rear	Industrial, Low Profile
Options	
Sunshade	
Front and Rear Work Light	
Speed Control	
Toolbox	

MONTEREY PENINSULA REGIONAL PARK DISTRICT

BID FORM
Compact Tractor/Loader Bid Package

Total

Vehicles Base Amount	\$ _____
Subtotal	\$ _____
Sales Tax	\$ _____
TOTAL	\$ _____

*** Please list in detail any deviations from the specifications on the reverse side of this form**

Delivery Date: Equipment will be delivered on or before _____ calendar days from the order date

In compliance with the request for bids on the vehicles, the undersigned hereby proposes and agrees to furnish the equipment hereinafter stated and in accordance with the specifications stated herein and on file with your Board.

The undersigned has carefully checked all figures contained herein and is familiar with the Bid Package specifications and conditions and shall not, after the submission of the bid, dispute or complain of such specifications and conditions. The undersigned has all licenses and permits required by law.

NO BID IS VALID UNLESS SIGNED BY THE PERSON MAKING THE BID

Name of Firm: _____

By/Signature: _____ Print Name: _____

Title: _____ Date: _____ Telephone # _____

Mailing Address: _____ Fax # _____

City: _____ State: _____ Zip Code: _____

*Corporation: _____ **Partnership: _____

* If the bidder is a partnership, the Bid Form should be signed with the partnership name by one of the partners

** If the bidder is a corporation, the Bid Form should be signed with the name of corporation by an officer authorized to execute a bid on behalf of the corporation.

This corporation/partnership is organized and existing under, and by virtue of, the laws of the State of

_____.

Bid Recipients
Compact Tractor/Loader Bid Package

Bid Recipients

C & N Tractor
496 Salinas Road
Watsonville, CA 95076
831-722-2733

RDO Equipment
501 El Camino Real S.
Salinas CA 93908
831-424-8036

Quinn Company
1300 Abbott St.
Salinas, CA 93901
831-758-8461

Coastal Tractor
10 Harris Pl.
Salinas, CA 93901
831-272-0533

LEGAL NOTICE

MONTEREY PENINSULA REGIONAL PARK DISTRICT

NOTICE INVITING BIDS

Notice is hereby given that sealed bids will be received at the offices of the Monterey Peninsula Regional Park District, 60 Garden Court, Suite 325, Monterey, California 93940 until 2:00p.m. PST, on February 27, 2018, for the purchase of (1) Compact Tractor/Loader. At that time bids will be publicly opened and read at the offices.

Bids must be in accordance with specifications and provisions contained in the Compact Tractor/Loader bid package prepared by the District. The District will evaluate each bid and make a selection based on criteria set forth in the Compact Tractor/Loader bid package. The District reserves the right to reject any or all bids or to waive irregularities or informalities in any bids or in the bidding.

The Compact Tractor/Loader Bid Package is available electronically and can be downloaded for free at the Monterey Peninsula Regional Park District's website: <https://www.mprpd.org/bids-and-proposals>. Additional information may be obtained from Caine Camarillo, District Supervising Ranger at the above address, telephone 831-659-4488 x202 or Fax 831-372-3197.

Publication Date: February 12, 2018