

REQUEST FOR PROPOSAL FOR TWO LEAF VACUUMS

Instructions

1. Requesting Entity.

This Request for Proposal (“RFP”) is made by the Village of Rantoul, Champaign County, Illinois, having its principal office located in the Municipal Building, 333 S. Tanner Street, Rantoul, Illinois 61866. All questions related to the substance of the RFP shall be submitted to Greg Hazel (G-Hazel@myrantoul.com) in writing (either by e-mail or U.S. Mail).

2. Standard Terminology.

For convenience of reference, the words, terms and phrases defined below and elsewhere in this RFP shall have the meanings respectively ascribed to them for all purposes of this RFP, including as follows: “Village” means the Village of Rantoul, Champaign County, Illinois. “Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, offerer or proposer who submits a bid in connection with this RFP. “Vacuum” refers to a leaf vacuum.

3. Purpose of Request.

The Village has determined to request proposals from prospective vendors for the purchase of two leaf vacuums.

4. Specifications.

Please provide complete specifications for the leaf vacuum. Required basic product specifications are detailed below.

Engine: 3 cycle diesel, 65HP or greater, certified for Tier 4 emissions

Engine Controls: Automatic safety shut down included

Suction/Intake Hose: 16+” diameter x 120” long, with flex

Hose Boom: Hydraulically controlled, with an electric operated hydraulic pump

Fuel Tank: 30+ Gallon tank

Tires: ST225-75R15 radial tires mounted on steel wheels

5. Proposal.

All proposals must be accompanied by pricing, appropriate options/features and their pricing, warranties, parts manual, service manuals, operators manual and any other pertinent product literature. Proposals must be submitted in conformity with, be based upon, and be subject in all respects to all the terms, conditions and obligations of the proposed Contract Documents. The Village reserves the right to waive minor defects or variations from the exact requirements of this RFP. If insufficient information is submitted by any Vendor to properly evaluate any proposal submitted, the Village further reserves the right to request such additional information as it may deem necessary.

6. Number of Proposal to Submit.

Provide at least three (3) copies of the Proposal along with three (3) copies of additional documentation, if any. The original together with each copy of such Proposal shall be securely bound and submitted together as a package in a sealed envelope clearly identified on the outside of such envelope with the phrase **“Two Leaf Vacuums,” Proposal #VRNTL-R-16-02**”; Each such submittal shall show the name, address, telephone and telefax numbers and e-mail address of the Vendor submitting the proposal.

7. Closing Date.

Any Proposal shall be submitted no later than 3:00 P.M. Thursday March 17, 2016, (the “Due Date”). Any Proposal not submitted by a Vendor by such Due Date will not be considered, and will be returned unopened. Proposals will be opened immediately after the closing time, in the Conference room of the Municipal building located at 333 S. Tanner St., Rantoul, IL.

8. Place of Submission.

All proposals shall be submitted to the Village of Rantoul, Office of the Comptroller, 333 South Tanner Rantoul, Illinois 61866.

9. Proposal Guarantee.

Any Proposal submitted in response to this RFP shall be irrevocable for a period of sixty (60) days from and after the Due Date of this RFP and may not be withdrawn by any Vendor during such period. After such period of sixty (60) days, the proposal may be withdrawn by any Vendor at such Vendor’s request if such Vendor’s proposal has not been selected prior to any such request to withdraw.

10. Evaluation Criteria.

The Village may make any reasonable investigation deemed necessary and proper to determine the ability of the Vendor to perform the Work, and the Vendor shall furnish to the Village all information for this purpose that may be reasonably requested. Any vendor may also be invited to submit more detailed information, to make oral presentations, or both. The Village may make reasonable investigation deemed necessary and proper to determine the ability of the vendor to provide the removal of surplus material and provide guaranteed payment. The vendor shall furnish to the Village all information for this purpose that may be reasonably requested. The Village reserves the right to accept or reject any or all Proposals, or any part thereof, received from any vendor in connection with the request for Proposals for any reason.

11. Taxes

The Village is exempt from sales taxes imposed by the State of Illinois and from federal excise taxes.

12. Acceptance of Proposal.

The contents of the proposal or such parts thereof as may be accepted by the Village will become a contractual obligation of the Vendor and may be incorporated into the final Contract Documents, at the discretion of the Village.