



Request for Quotes (RFQ)

20,000lb Excavator

645 Pine St., Suite A
Burlington, VT 05401

Date of Issuance:
7/15/24

Due Date:
8/2/24

Contacts:
Dave Hammond
Fleet Manager
645 Pine St.
Burlington, VT 05401
DHammond@burlingtonvt.gov

I. PROJECT BACKGROUND

Burlington Department of Public Works (DPW) seeks quotes from vendors for a new 20,000lb Excavator based on the attached required specifications.

II. SCOPE OF REQUEST

A. Quantity: 1

B. Required Vehicle Specifications:

1. Rubber padded steel Track
2. 18" Digging bucket
3. 48" Clean out bucket with hydraulic tilt
4. Hydraulic operated quick connect wrist
5. Ability to switch between john deere (SAE) and cat controls (ISO)
6. Plumbed for a hydraulic hammer/compactor
7. Air Conditioning
8. Bluetooth

C. Demo: Vendor must have the ability to supply a two day demo of the machine quoted. After quotes have been received DPW will reach out to interested vendors to schedule a demo to verify that the machine will meet their needs.

D. Exceptions: Any exceptions to the above specifications need to be explained and proposed alternatives provided.

E. Terms of Delivery:

1. Any offer shall be valid for a minimum of 180 days from receipt by offeree.
2. The prices quoted above shall be F.O.B. Place of Delivery.
3. Beyond 180 days, quotes may increase by a percentage specified in the quote, not to exceed the increase in the Consumer Price Index for all urban consumers, U.S. Cities Average.
4. By submitting a bid, the bidder understands that final price will be based upon the quoted price plus any quoted inflation. If no inflation factor is specified and the quote is accepted, then none shall be allowed, notwithstanding any increased vendor costs between the date of the bid and the delivery date.
5. The City reserves the right in its sole discretion to use an anticipated price upon a future date of delivery, with specified inflation factors applied, as the basis of award.
6. Risk of loss upon Vendor until receipt of delivery by buyer.

III. RESPONSE FORMAT

Response must include:

1. A cover page with the name, address, and telephone number of the participating vendor.
2. Quote/proposal of cost
3. Description of level of experience, accompanied with picture examples.
4. Identified exceptions to the specifications, along with proposed alternatives.
5. Delivery schedule.
6. Completed signature page (Exhibit A)

IV. **SUBMISSIONS**

- A. **Deadline for Receipt of Quotes:** Quotes must be received by Dave Hammond at DHammond@burlingtonvt.gov no later than 2:00 p.m. on 8/2//24. Upon receipt and review of quotes, they will be tabulated and a response will be provided to all proposers as soon as possible. *It is the responsibility of the participating vendor to ensure that the point of contact has received a completed quote/proposal by the required deadline.*
- B. **Submittal Only Accepted by E-mail:** Send your Quotes in a single PDF file to Dave Hammond at Dhammond@burlingtonvt.gov . The subject line of the e-mail should state: Excavator Quote
- C. **Questions:** Questions and requests for clarification relating to this Request for Quotes may be made to by Dave Hammond at DHammond@burlingtonvt.gov or at 802-865-7243. All questions and requests for clarification must be received by 7/31/24. All questions and their responses will be compiled and shared with all vendors that have expressed an interest in the quote.

V. **SELECTION**

- A. **Evaluation:** Quotes received by the deadline will be reviewed and evaluated by DPW. Additional information may be requested prior to final selection. DPW will base the award of contract on price, quality of quote/proposal, schedule, and experience.
- B. **Communication of Selection:** Upon reviewing Quotes, DPW expects to select the vendor within a week of receipt of quotes, from which it will schedule the project. Participating vendors who are not selected will be notified after the project has been awarded.

VI. **LIMITATIONS OF LIABILITY**

The City assumes no responsibility or liability for costs incurred by parties responding to this Request for Quotes, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

VII. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The City will not reimburse any person or entity for any costs incurred.

VIII. REJECTION OF QUOTES/PROPOSALS

The City reserves the right to reject any or all quotes/proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that quote/proposal is not the lowest bid. The City reserves the right to re-advertise for additional quotes/proposals and to extend the deadline for submission of the quotes/proposals. This Request for Quotes in no way obligates the City to select a vendor or quote, or to award a contract.

IX. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Quotes shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

X. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a quote is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

EXHIBIT A:
SIGNATURE PAGE

The foregoing quote/proposal is hereby submitted by Vendor signed below in accordance with all terms and conditions as set forth in the Request for Quotes issued by Burlington Department of Public Works for the supply and delivery of one 20,000lb excavator to 645 Pine Street, Burlington, Vermont. Vendor understands and agrees to the above specifications and terms of delivery.

VENDOR

Name of Vendor: _____

By (Signature): _____

By (Name) _____

By (Title) _____

Phone: _____

Mailing Address: _____

Email Address: _____

Web Address (URL): _____